NETWORKING EVENTS DIRECTOR

The Networking Events Director role is a volunteer, voting Director position on the Board of Directors. The primary responsibilities of the Networking Events Director are to plan and execute networking events for Women & Hi Tech members.

Term of Office: Two (2) years

Qualifications:

All Board Members must demonstrate a willingness and enthusiasm to support, promote, and work towards the mission of Women & Hi Tech. Board Members have demonstrated the ability to positively influence others and the proven ability to solicit support and obtain financial contributions. Board Members have demonstrated knowledge of the STEM community and its changing needs, and how these changes impact W&HT members. All Directors shall be a member in good standing at time of initial voting and must remain in good standing throughout their tenure.

The Networking Events Director shows a passion for hospitality and event planning. The Networking Events Director also demonstrates exceptional organizational, teamworking, multitasking, and speaking skills. She/he must be able to foster productive and beneficial relationships within the membership body, the community, venue, catering, facilities, and/or technical vendors, their personnel, and representatives that promotes good will in the community on behalf of the organization.

Responsibilities:

- Signature Events: Plan and execute Women & Hi Tech's annual and/or biennial signature networking events within the approved budget, including, but not limited to: the biennial Spring Networking Event at the IMS (even years), the biennial Fall Retreat (odd years), and the annual Holiday Networking Event.
- Organize and lead the Networking Event Committee.
- Own and organize the Women & Hi Tech master event calendar.
- Identify vendors needed and work with vendors to host networking events.
- Partner with the Engagement Director on leading the efforts to identify volunteers for networking events.

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- Coordinate with the Communications Director to ensure social media blasts, emails, and information provided to membership, is accurate and timely.
- Meet all Women & Hi Tech board obligations including attendance at board meetings, signature events, participation on committees and community partner events.
- Submit reports monthly to the Board of Directors.

Time Commitment:

Women & Hi Tech is run by an all-volunteer Board of Directors, each of whom commit their time and resources to help advance the organization's mission. We don't take the term "working board" lightly. At any given time, a Director is leading her/his own area of responsibility while also contributing to other areas or the organization, including serving on a committee(s), and representing Women & Hi Tech in the community at various events.

- Estimated time commitment: 8-12 hours per month.
- Board members are expected to attend at least 9 of 12 monthly board meetings per year. Meetings are held downtown virtually from 11:30am-1:00pm on the first Wednesday of each month (with a few exceptions).
- Board members are expected to agree, in writing on an annual basis, to Women & Hi Tech's Board Participation Policy as well as the Board Code of Conduct and Conflict of Interest Policy.

_____
Signature

_____
Name

_____
Date