EXECUTIVE WOMEN'S FORUM DIRECTOR

The Executive Women's Forum Director role is a volunteer, voting Director position on the Board of Directors. She/he is responsible for planning and executing quarterly Executive Women's Forums.

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 Executive Women's Forum Director is dedicated to the professional development of women in a wide range of STEM industries and roles. She/he has a spirit of hospitality, strong public speaking skills, and should have (or have the ability to develop) relationships with STEM professionals.

Responsibilities:

- Plan and execute four Executive Women's Forum (EWF) events per calendar year within approved budget.
- Determine programming for the EWF in line with the Women & Hi Tech mission.
- Identify venues to host EWFs, and coordinate special setups, or facilitate requests with host locations. This includes food, beverage, A/V, member access/entry, etc.
- Coordinate with the Communications Director to ensure social media blasts, emails, and information provided to membership is accurate and timely.
- Prepare and deliver introduction of speakers and topics for EWF.
- Attend Executive Women's Forums, Networking Events, and Leading Light Awards.
- Attend community, industry and association events on behalf of Women & Hi Tech.

- Participate in Women & Hi Tech committees.
- Attend monthly board meetings.
- Submit reports monthly to the Board of Directors.
- Adhere to the participation policy as outlined in the bylaws.

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 committees, and representing Women & Hi Tech in the community at various events.

- Estimated Time Commitment: 10-15 hours per month
- Board members are expected to attend at least 9 of 12 monthly board meetings per year . Meetings are held 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.

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Signature

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Name

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Date