



WIT Leadership Position Descriptions

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WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Board of Directors

Position Title: President

Term of Office: 1 year, with previous year serving as President-Elect

Position Description: Serves as a voting member of the Board and as WIT's Chief Executive Officer. Develops, in collaboration with the Board, the Mission, Vision and Values of WIT. Guides and directs the organization in meeting its strategic objectives. Sets the culture of the organization. Serves as liaison to Stem for Her.

Provides oversight of: Board Members
RMK Productions
Financials

Collaborates with: WIT President-Elect
RMK Productions
All Board Members
The Leadership Foundry Committee as appropriate
Stem for Her Chair as appropriate
Named Committees in Bylaws as appropriate

Responsibilities:

- Attend all meetings of the Board of Directors. (If the President fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Serve as Chair of the Board of Directors and the Executive Officer of WIT.
- Preside over all meetings of the membership; the Board of Directors; the Executive Committee.
- Sign all contracts on behalf of WIT.
- Serve as chief spokesperson for WIT.
- Appoint the General Counsel.
- Establish objectives for the year for the Board of Directors and WIT. Coordinate with members of the Board of Directors in establishing their goals and programs.
- Oversee strategic visioning and objectives development and execution.
- Make policy decisions, in conjunction with the Board of Directors.
- Serves as liaison and attends Board meetings for Stem for Her foundation and coordinates with Stem For Her Chair.
- Appoint Nominating Committee Chair, and other special committee chairs as appropriate.
- Assists Nominating Committee in identifying leadership candidates.
- Call for the vote of the slate of candidates as presented by the Nominating Committee to the Secretary (between 35-40 days prior to the annual meeting).
- Cast the deciding vote in the event of a tie vote in any election of Officers or members of the Board of Directors.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

- Prepare an end-of-year report. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Perform other duties as delegated by the Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Executive Committee weekly meetings as required.
- Attendance at WIT Leadership Team meetings
- Attendance at all WIT.Connects and New Member Orientations.
- Attendance at committee and SIG events and special events as schedule permits or as required.
- End-of-year report preparation.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills
- Previous service as a member of the WIT Board of Directors for at least one year and President-Elect one year.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title:	President-Elect
Term of Office:	1 year term, elected by membership Serves as President immediately following year as President-Elect
Position Description:	Serves as a voting member of the Board. Works closely with current President on strategic initiatives and tactical implementation of WIT's mission. Handles matters assigned by President.
Provides oversight of:	RMK Productions Financials Technology Committee Nominating Committee
Collaborates with:	WIT President All Board Members as appropriate RMK Productions Stem for Her Vice Chair as appropriate The Leadership Foundry Committee as appropriate Committee/SIG chairs and vice-chairs as appropriate

Responsibilities:

- Attend all meetings of the Board of Directors. (If the President-Elect fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Serve on the Executive Committee.
- Serve in the absence of or at the direction of the President.
- Assist the President in the management of WIT.
- Develop and maintain uniform policies and procedures for the governance and operation of all committees and SIGs. Assure all committees and SIGs maintain documentation of key roles, responsibilities, programs and processes and provide for archiving, storage and retrieval.
- Oversee operational matters, including the administration, logistics, and operations of WIT, including managing WIT's support contracts.
- Serve on the Nominating Committee.
- Succeed the President after the President's term of office expires, otherwise perform President's duties when President is on vacation or is otherwise terminated
- Oversee and collaborate with the Communications committee regarding WIT's brand, image and website look and feel.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Executive Committee meetings as required.
- Attendance at WIT Leadership Team meetings
- Attendance at WIT.Connect programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.

**WIT Board, Committee and Special Interest Group (SIG)
Leadership Position Descriptions**

Qualifications:

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills
- Previous service as a member of the WIT Board of Directors.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Secretary

Term of Office: 2 years, elected by membership

Position Description: Serves as a voting member of the Board of Directors. Responsible to ensure that all WIT policies, procedures and governing by-laws are adhered to.

Provides oversight of: WIT Records, Policies and Procedures

Collaborates with: All Board Members, especially the General Counsel and WIT administration (RMK Productions LLC)

Responsibilities:

- Attend all meetings of the Board of Directors. (If the Secretary fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Serve on the Executive Committee as required and keep minutes.
- Keep accurate minutes of the proceedings of all formal meetings of the Board of Directors.
- Oversee the corporate seal and affix it to any lawfully executed instrument, as approved by the Board of Directors or the Executive Committee.
- Receive the slate of officers and board of directors from the Nominating Committee. Present the slate to the President and Board of Directors within two days of receipt.
- Notify the membership of the slate of candidates for offices approved by the Board of Directors (with assistance of management company).
- Provide notice to the membership of the final slate of candidates (following a period where additional candidates may be added by petition). This must be done at least 10 days before the annual meeting.
- Assure all WIT policy, procedure and process documentation is current and accessible.

Time required:

- Participation in the monthly Board of Directors meeting.
- Executive Committee meetings as required.
- Minute preparation.
- Attendance at WIT Leadership Team meetings
- Attendance at all WIT.Connect programs and New Member Orientations
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Nominating slate preparation and oversight.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Treasurer

Term of Office: 2 years, elected by membership

Position Description: Serves as a voting member of the Board of Directors. Acts as WIT's Chief Financial Officer. Oversees all financial-related activities of WIT to include: accounts Payable, accounts Receivable, tax return, monthly financial statements, SIG and committee budgets oversight, etc.

Provides oversight of: Bank relationships, RMK Productions with focus on financial reporting and RMK bookkeeper

Collaborates with: President and President-Elect
RMK Productions
All Board Members, Committees, SIGs as appropriate

Responsibilities:

- Attend all meetings of the Board of Directors. (If the Treasurer fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Serve as Chair of the Finance Committee
- Serve as the custodian of all funds and securities belonging to WIT.
- Oversee receipt and disbursement of all funds and securities, under the direction of the Board. In collaboration with RMK, ensure the keeping of full and accurate accounts of the finances of WIT.
- Prepare and present to the Board of Directors a statement of WIT's budget vs actual income and expense, cash position and assets and liabilities at the close of each fiscal year (within 60 days after the end of the fiscal year).
- Collect budget requests from standing and ad hoc committees.
- Present annual budget to the Board of Directors for approval.
- Prepare and present monthly financial reports to the Board of Directors.
- Secure signature cards and necessary signatures at the bank.
- Make investments authorized by the Board of Directors.
- Assist in the development of sponsorship levels, packaging and pricing.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Executive Committee meetings as required.
- Attendance at WIT Leadership Team meetings
- Attendance at all WIT.Connect programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Annual budget preparation.
- Monthly and end-of-year report preparation.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position

WIT Board, Committee and Special Interest Group (SIG)

Leadership Position Descriptions

- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Communications Chair

Term of Office: 2 years, elected by membership

Position Description: Serves as a voting member on the Board of Directors. Responsible for developing the messages of WIT, managing media relations, coordinating press/media at events, developing the WIT brand and image to the general public.

Provides oversight of: Communications Vice Chairs and Committee

Collaborates with: All Board Members
RMK Productions
Special Events; Strategic Alliances
All other Committee and SIG chairs and vice-chairs as appropriate

Responsibilities:

- Committee Chair must attend all meetings of the Board of Directors. (If the Chair fails to attend three consecutive meetings, then the Board of Directors may remove her from the Board of Directors.)
- Maintaining close communication and tight coordination between the disciplines to ensure brand management and integrated marketing.
- Build and run the Communications Committee.
- Hold monthly Committee meetings.
- Maintain the contact list for the group and centralized files of all logos, graphics.
- Approve all materials created by the committee.
- Support the Vice Chairs in their roles.
- Renew existing media relationships and develop additional media sponsorships.
- Strategize on other new projects/initiatives to further WIT's mission and lead these initiatives as required.
- Promote WIT membership as an expert source for technology-related issues.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Conduct committee meetings.
- Attendance at WIT Leadership Team meetings
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Monthly and end-of-year report preparation.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

- Research, writing, and editing as needed.
- Follow up calls to media as needed.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Productions). Report results to Board on monthly basis.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

- Management of follow up calls to prospective and new members.
- Liaison with WIT staff to distribute information via email and the website on orientations and monitor attendance responses.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: **WIT.Connect Chair**

Term of Office: 2 years, elected by membership

Position Description: Serves as a voting member of the Board of Directors. Plans and develops WIT's monthly flagship WIT.Connect programs covering professional and technical topics of relevance to WIT members, potential new members, and WIT's mission.

Provides oversight of: WIT.Connect Committee, Cyber & Technology SIG, Young Professionals SIG, Women Business Owners SIG

Collaborates with: All Board Members and Executive Committee
Communications, Sponsorship, Membership and Special Events Committees
RMK Productions (WIT Management Company)

Responsibilities:

- Attend all meetings of the Board of Directors. (If the Chair fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Assess member needs to identify programmatic opportunities.
- Develop, organize, produce and track/assess the monthly general membership programs, including development of topics, obtaining speakers, and making necessary arrangements (in conjunction with RMK Productions) for program delivery.
- Develop and timely coordinate the dissemination of program content within WIT leadership and RMK to market each WIT Connect through the WIT website (calendar/registration page), WIT Wire, WIT emails, LinkedIn, Twitter, and other media outlets as appropriate to maximize attendance and avoid duplication of topics or speakers.
- Coordinate programs activities and logistics with RMK Productions.
- Serve as Board liaison for WIT Cyber & Technology SIG, Young Professionals SIG and Women Business Owners SIG (keep apprised of SIG activities, provide guidance to SIG leadership and represent SIG interests at Board meeting).
- Work with SIGs to co-produce events.
- Prepare yearly committee goals and objectives, and report on progress to Executive Committee semi-annually.
- Prepare a business plan for submission to the Executive Committee for any special event or program (other than regular monthly programs) the committee wants to plan.
- Submit a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Prepare and submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Planning and attendance at all monthly programs and attendance at New Member Orientations as Board representative as Schedule permits.
- Attendance at WIT Leadership Team meetings
- Attendance at other WIT events/programs as schedule permits and as required.
- Conduct regular committee meetings.
- Recruiting and developing/mentoring committee members on the planning and execution of Committee activities to enhance succession planning.
- Strategic planning and report preparation: Annual, monthly, mid-year, and end-of-year.
- Coordination with speakers regarding schedules, bios, presentations, etc. and with WIT and RMK to ensure timely marketing of programs.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Sponsorships and Strategic Partners Chair

Term of Office: 2 years, elected by the membership

Position Description: Serves as a voting member on the Board of Directors. Responsible for attracting and retaining sustaining corporate sponsors and managing their involvement, participation and benefits.

Provides oversight of: Sponsorship Vice Chair, Strategic Partners Vice Chair, Special Events Sponsorship Vice Chair and Committee

Collaborates with: All Board Members
Membership Committee; WIT Connect Committee
Special Events: Leadership Awards Gala, Job Fairs, Mentor Protégé,
Membership, GIT, STEM forHER

Responsibilities:

- Committee Chair must attend all meetings of the Board of Directors. (If the Chair fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Recommend sponsorship involvement for WIT programs and events.
- Develop and maintain sponsorship levels, types and benefits included.
- Develop and implement strategies for attracting new sponsors for WIT.
- Coordinate sponsor renewals, with support of WIT Staff.
- Manage "sponsor care" program.
- Coordinate annual sponsor "appreciation" reception.
- Ensure that sponsors are aware and involved in WIT activities and benefits.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.
- Attract and then lead committee members to provide one-on-one care to sponsors
- Collaborate and counsel Strategic Partners committee on reviewing and approving of new alliances/partnerships
- Guide Special Events Sponsorship Vice Chair in assisting sponsorship needs for Meet the Company, Leadership Awards, Job Fairs and Mentor Protégé
- Coordinate with WIT Connect Committee on highlighting sponsors and soliciting speakers for WIT Connects
- Schedule "WIT On The Road" presentations for new sponsors with Membership Committee
- Team with GIT to share benefits of all types of WIT Sponsorship to perspective sponsors

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

- Coordinate with STEM for HER on sponsor outreach for overall contributions to GIT and Holiday fundraiser

Time required:

- Participation in the monthly Board of Directors meeting.
- Conduct committee meetings.
- Attendance at WIT Leadership Team meetings
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Monthly and end-of-year report preparation.
- Sponsorship solicitation and follow up emails, calls and or in person meetings.
- Correspondence with sponsors to ensure satisfaction.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Board Member at Large, Emerging Leaders

Term of Office: 2 years, elected by the membership

Position Description: Serves as a voting member on the Board of Directors as Board Member at Large providing oversight and strategy of WIT's signature Girls in Technology Program.

Reports to:

Collaborates with: All Board Members
WIT Treasurer, Membership and Sponsorship Committees
STEM for Her (SFH) Senior Leadership
RMK Productions
Membership and Sponsorship Committees

Responsibilities:

- Attend all meetings of the WIT Board of Directors and share information of interest with GIT Senior Leadership.
- Create/update and coordinate strategy and objectives with GIT Senior Leadership for current performance year and upcoming year.
- Review and approve changes to GIT signature programs by GIT Senior Leadership.
- Review and approve GIT annual budget, future year projections and SFH grant requests.
- Review monthly GIT report to WIT summarizing GIT activities for the previous month and plans for future activities and review ongoing operational metrics.
- Coordinate any GIT-related issues or decisions that need to be addressed by the WIT Board of Directors.
- Contribute to and review annual reports to WIT Board and *STEM for Her*.
- Support GIT Senior Leadership and RMK to identify and evaluate potential sponsor or partner opportunities, to develop sponsor packages or in-kind services.
- Review proposed sponsorship/partnership arrangements and/or contracts.
- Participate in fundraising for GIT.
- Facilitate collaboration between GIT Senior Leadership and other WIT committees and Special Interest Groups (SIGs) as needed.
- Perform other duties as assigned by the WIT President and/or Board of Directors.

Time required:

- Participate in monthly WIT Board Meetings, WIT Senior Leadership meetings and ad-hoc WIT/GIT meetings as required.
- Attendance at other WIT committee meetings, SIG events and special events as schedule permits and as required.
- Attend other WIT monthly programs and new member orientation to promote GIT program and develop relationships with potential partners and sponsors.
- Hold monthly coordination meetings with GIT Senior Leadership, and schedule ad-hoc meetings as needed.
- Review monthly and end-of-year reports.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology.
- The ability to devote the necessary time and energy to the position.
- Demonstrated leadership skills.
- Collaborative and group skills.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Board Member at Large, Special Events

Term of Office: 2 years, elected by the membership

Position Description: Serves as a voting member on the Board of Directors. Provide oversight and strategy of WIT's Special Events. Responsible for successfully and profitably running WIT's premier annual events: Annual Leadership Awards Gala and WIT Job Fairs (Spring and Fall).

Provides oversight of: WIT Leadership Awards Vice Chair
Job Fair Vice Chair

Collaborates with: All Board Members
President Elect
RMK Productions
Communications
Sponsorship and
Strategic Alliances

Responsibilities:

- Board Member at Large must attend all meetings of the Board of Directors. (If the BMAL fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Provide strategy and oversight of the Annual Leadership Awards Gals and Job Fairs, and provide direct support and advice to the committee vice chairs as appropriate.
- Provide ongoing support to the committee vice chairs for all aspects of the events: recruiting sponsors and fundraising, driving attendance, and coordinating with all parties involved (judges, etc.).
- Set and strive to achieve revenue, cost and profitability targets for each event.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities, and will attach a copy of the Annual Transition Plan submitted by the Vice Chair of the Leadership Awards Committee and the Vice Chair of the Job Fair Committee.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Attend committee meetings for Leadership Awards and Job Fair, as needed.
- Participation in the monthly Board of Directors meeting.
- Attendance at WIT Leadership Team meetings
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Monthly and end-of-year report preparation.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Qualifications:

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Board Member at Large, Executive Leadership

Term of Office: 2 years, elected by membership

Position Description: Serves as a voting member on the Board of Directors. As Program and Committee liaison provides oversight and strategic direction for WIT's Mentor Protégé Program and The Leadership Foundry Program for successfully and profitably conducting programs for the audiences served.

Provides oversight of: Mentor Protégé Chair, Vice Chair and Committee
The Leadership Foundry Chair, Vice Chair and Committee

Collaborates with: All Board Members
Programs, Membership, Communications, Special Events, and Sponsorship
Strategic Alliances
RMK Productions

Responsibilities:

- Board Member at Large must attend all meetings of the Board of Directors. (If the BMAL fails to attend three consecutive meetings, then the Board of Directors may elect to remove her from the Board of Directors.)
- Provide oversight and direction to the Mentor Protégé Program and The Leadership Foundry Program by:
 - Assessing target audience needs and plans to provide program, education and networking opportunities.
 - Overseeing that Program participation is available to appropriate target audience and any restrictions are enforced.
 - Ensuring that monthly and yearly Program Reports are received.
 - Working with committees to develop succession planning and committee members.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting.
- Conduct regular meetings with Program leadership and/or as schedule permits attend committee meetings.
- Attendance at WIT Leadership team meetings
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG / special events as schedule permits or as required.
- End-of-year report preparation.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology

WIT Board, Committee and Special Interest Group (SIG)

Leadership Position Descriptions

- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title:	General Counsel
Term of Office:	1 year, appointed by the President, with the option for reappointment.
Position Description:	Serves as a non-voting Member of the Board of Directors, acting as WIT's General Counsel. Responsible for advising and counseling WIT on all legal matters.
Provides oversight of:	n/a
Collaborates with:	WITs President and President-Elect Women in Technology Education Foundation RMK Productions Finance Communications

Responsibilities:

- Ensure that WIT is governed in accordance with WIT's bylaws and resolutions
- Make recommendations for updates to WIT legal documents as appropriate
- Ensure that all WIT legal documents are kept current
- Provide support and counsel to Officers and Committees as needed.

Time required:

- Participation in the monthly Board of Directors meeting (in a non-voting capacity).
- Attendance at WIT Leadership Team meetings
- Attendance at monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

Member in good standing of the Virginia Bar, or authorized by the Virginia Bar to represent WIT as corporate counsel.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Board Member at Large, STEM for Her

Term of Office: 2 years, appointed by WIT President, from STEM for Her Board

Position Description: Serves as a non-voting member on the WIT Board of Directors. Provides oversight of and strategic direction of STEM for Her (formerly the WIT Education Foundation).

Provides direction of: STEM for Her Board

Collaborates with: All Board Members
Treasurer
Sponsorship; Leadership Awards Gala
RMK Productions

Responsibilities:

- Assist development of strategy for Girls in Technology.
- Identify funding sources for STEM for Her and Girls in Technology (GIT) programs.
- Create relationships with organizations to benefit from the Foundation.
- Develop and implement programs to encourage girls/young women to explore opportunities in technology.
- Advocate access to technology and industry role models for girls/young women.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Participation in the monthly Board of Directors meeting
- Conduct STEM for Her Board meetings.
- Attendance at all monthly programs and New Member Orientations.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Monthly and end-of-year report preparation.
- Liaison with programs supported by GIT.
- Fundraising for GIT programs.
- Reviewing proposals for support as presented by GIT.

Qualifications:

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills
- Member in good standing of STEM for Her Board of Directors throughout term.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title:	Immediate Past President
Term of Office:	1 year, immediately following term as President
Position Description:	Serves as a non-voting Member of the Board of Directors to provide advice and continuity to the President and to the Board in general.
Provides oversight of:	A Past President's Project that the Immediate Past President can select and lead as she wishes.
Collaborates with:	WIT's President and President-Elect RMK Productions

Responsibilities:

- Attends or listens in on Board meetings.
- Provides general advice and continuity guidance to President and Board. This could relate to what we did in the past, and what is being considered to be done or changed in the future.
- Leads or performs activities on her Selected Past President's Project

Time required:

- Participation in Board meetings.
- Attendance at WIT Leadership Team meetings
- Can attend any of the monthly programs, New Member Orientations, and other assorted WIT events, as her time permits this year.

Qualifications:

- Be the Immediate Past President.
- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

**WIT Board, Committee and Special Interest Group (SIG)
Leadership Position Descriptions**

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Leadership Awards Vice Chair

Term of Office: 1-year term, appointed by the WIT Board, with second term option

Reports to: Board Member at Large, Special Events

Collaborates with: President
Communications
Sponsorship
RMK
Productions

Responsibilities:

- Prepare for and run WIT's Annual Leadership Awards Gala in coordination with RMK Productions
- Review and recommendation changes to application and application process
- Manage process to select judges panel and judging process
- Communicate with finalists to bolster table and ticket sales for the event.
- Prepare a profitable plan, identify target revenue and prepare budget.
- Prepare an after action report for submission to the Executive Committee. Report will include a summary of activities for the awards banquet, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Review budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Attendance at WIT Leadership Team meetings
- Committee meetings occurring weekly (via conference call/live) as season gets underway.
- Committee members are encouraged to attend monthly programs and new member orientation(s) to recruit committee members
- Table and Ticket sales (Sponsorship is handled by a different committee/Reggie).
- Event promotion
- Attendance for preplanning launch sessions, live judging session, onsite banquet arrangement and selections for the Leadership Awards Event

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: The Leadership Foundry Planning Committee
Chair

Term of Office: 2-year term, appointed by the WIT Board

Reports to: Board Member at Large, Executive Development

Collaborates with: The Leadership Foundry Planning Committee Vice Chair
The Leadership Foundry Steering Committee
Members of The Leadership Foundry Planning Committee WIT
Communications Committee
RMK Productions/WIT Staff

Responsibilities:

The mission of The Leadership Foundry is to increase board gender diversity in Maryland, Virginia and Washington, DC. The program has three areas of focus: Prepare, Advocate and Inform.

Prepare: The Leadership Foundry is a nine-month program that includes intensive training and networking events to prepare women to serve on corporate boards. The Corporate Board Committee manages the program with the goal to prepare women for board service, provide opportunities to make connections and develop relationships that could lead to a board position.

Advocate: The committee advocates on behalf of the cause of board gender diversity and works with local companies to match appropriate graduates from the program to meet board requirements.

Inform: Through its annual research study conducted in partnership with American University's Kogod School of Business, The Leadership Foundry also helps fuel awareness of female representation on corporate boards. The research focuses on the state of board gender diversity in publicly traded companies in Maryland, Virginia and Washington, DC and the tangible benefits to companies with women serving on their boards. The Leadership Foundry also seeks to encourage local organizations to support board gender diversity.

General WIT leadership duties:

- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by WIT's board of directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. The report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to WIT's treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the WIT president and/or board of directors.

The chair manages the overall program. While, many of the activities below may be performed by the vice chair or a committee member, the chair must ensure that these activities move forward.

WIT Board, Committee and Special Interest Group (SIG)

Leadership Position Descriptions

- **Oversee the application process**
 - Agree dates of application period
 - Ensure legal claims are signed off by WIT General Counsel and that the application is posted on website
 - Track the application submissions and review process, working with designated committee lead and Steering Committee (SC)
 - Communicate with applicants (receipt, acceptance, and payments)
 - Facilitate the selection meeting with the SC
- **Manage the curriculum**
 - Lead curriculum sub-committee meeting on an annual basis to agree on the content, focus of the sessions and the timing (including setting dates)
 - Manage relationship with the National Association of Corporate Directors (NACD) or other board training group
 - Agree on presenters/instructors and lead communications with them
 - Develop supporting materials for the program including binder of information, reading materials, handouts, etc.
 - Find host locations
 - Work with WIT staff to manage invitation process throughout the program year
 - Ensure event logistics activities are done
 - Conduct surveys and incorporate feedback into future year's curriculum as appropriate
- **Develop the alumni network**
 - Maintain contact with past program participants and maintain alumni database
 - Track board appointments
 - Update bios/profiles on website periodically
 - Solicit hosts for alumni dinners
- **Manage the Steering Committee**
 - Ensure sufficient number of SC members to support the mission and manage the recruitment process
 - Request event support as needed
 - Manage communications and meetings with the steering committee
- **Lead Advocacy Activities**
 - Reach out to area companies to promote our initiative and our alumni (letter writing, advertisements, networking connections, etc.)
 - Organize events (e.g. Spring recruiting event, research launch, advocacy event "Building the Board of the Future")
- **Provide Alumni Placement Support**
 - Be a resource to companies who approach us when they are looking for board directors
 - Proactively tell companies about our program/alumni
- **Form Strategic Alliances**
 - Form alliances with like-minded organizations to help promote board gender diversity
- **Lead Sponsorship /Underwriting Activities**
 - Find companies who will provide space/catering for events, in-kind services (e.g. printing of annual research report), event sponsorship dollars
 - Identify media sponsors
- **Manage Communications**

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

- Serve as program spokesperson
- Develop the core messaging for The Leadership Foundry and for all events/activities
- Create materials to support all aspects of the program
- Maintain the website
- Promote the program and advocate socially/digitally
- Work with WIT communications committee to create press releases to support the program (announce board appointments of alumni, present annual research report, etc.)
- Provide Executive Oversight of the Annual Research Report
 - Meet with research director and student researchers as needed
 - Review draft versions of report/provide editing feedback
 - Final sign off before printing
 - Review board data and identify the company that should receive the “Corporate Board Award” at the WIT Leadership Awards Dinner; make recommendation to WIT Board.
- Lead The Leadership Foundry Planning Committee:
 - Recruit committee members
 - Assign roles and tasks
 - Manage execution of roles
 - Plan and lead committee meetings: dates, location, agenda, minutes and actions
 - Guide program direction and cost consistent with WIT strategy
 - Manage The Leadership Foundry’s budget
 - Submit board reports
 - Provide overall project management
 - Attend WIT leadership meetings

Time required: 10-20 hours per month depending on number of active committee members and level of involvement by the vice chair, including:

- 2 hours committee meeting/month
- 3 hours event setup and participation/month
- 1 hour minutes preparation/distribution/action follow up
- Attendance at WIT Leadership Team meetings
- Other activities highlighted above

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

Detail-oriented. Ability to handle multiple touchpoints and topics. Experience working with very senior executives and ability to be diplomatic. Not recommended for someone with a high amount of travel required for her job or if she is taking on a new role/moving to a new company. Chair should have previously served as vice chair.

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title:	Vice Chair, PR & Media Relations, Communications Committee
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Position Description:	Responsible for managing WIT media relations and coordinating press/media at events.
Reports to:	Communications Chair
Collaborates with:	Communications Committee All Board Members RMK Productions Special Events; Strategic Alliances All other Committee and SIG chairs and vice-chairs as appropriate

Responsibilities:

- Support the Communications Committee in the area of PR & media relations.
- Draft or edit all WIT press releases and secure approvals from the Chair, President and other parties as needed.
- Conduct all media outreach on behalf of WIT.
- Distribute press releases over BusinessWire and ensure proper execution of the agreement.
- Maintain a top-tier local media list for specific outreach.
- Field inbound calls from the media and arrange interviews as appropriate.
- Staff events where press is attending.
- Track coverage and ensure coverage and press releases are sent to RMK to post to the WIT web site.
- Provide RMK with additional event calendar listings as appropriate.

Time required:

- Attendance at committee meetings, and other events as needed.
- Committee members are encouraged to attend monthly programs.
- Monthly and end-of-year report preparation.
- Research, writing, and editing as needed.
- Follow up calls to media as needed.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

**WIT Board, Committee and Special Interest Group (SIG)
Leadership Position Descriptions**

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Vice Chair, Marketing Communications, Communications Committee

Term of Office: 1-year term, appointed by the WIT Board, with second term option

Position Description: Responsible for writing and editing WIT collateral, newsletters, and website.

Reports to: Communications Chair

Collaborates with: Communications Committee
All Board Members
RMK Productions
Special Events; Strategic Alliances
All other Committee and SIG chairs and vice-chairs as appropriate

Responsibilities:

- Build and manage a sub-committee dedicated to supporting WIT in the area of marketing communications.
- Write and edit content for brochures and the web site.
- Edit WIT. *Wire*, the Technology Journal and any other official WIT publications or newsletters.
- Obtain final approvals from the Chair and the President for WIT. *Word* and brochures.

Time required:

- Attendance at committee and sub-committee meetings.
- Committee members are encouraged to attend monthly programs.
- Monthly and end-of-year report preparation.
- Writing and editing as needed.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Vice Chair, Finance

Term of Office: 2 years, elected by membership

Position Description: Provides key support to WIT's Treasurer and Chief Financial Officer. Helps to oversee all financial-related activities of WIT to include: accounts payable, accounts receivable, tax return, monthly financial statements, SIG and committee budgets oversight, etc. A tax and/or nonprofit financial background is ideal.

Provides oversight of: Banks, RMK Productions bookkeeper

Collaborates with: Treasurer, President, RMK Productions, Board Members, Committees, SIGs as appropriate

Responsibilities:

- Attend all WIT leadership meetings and conference calls.
- Serve as the custodian of all funds and securities belonging to WIT.
- Serve as direct support to the Treasurer in the following ways:
 - Oversee receipt and disbursement of all funds and securities, under the direction of the Board. Ensure the keeping of full and accurate accounts of the finances of WIT.
 - Prepare and present to the Board of Directors a statement of WIT's assets and liabilities at the close of each fiscal year (within 60 days after the end of the fiscal year).
 - Collect budget requests from standing and ad hoc committees.
 - Present annual budget to the Board of Directors for approval.
 - Prepare and present monthly financial reports to the Board of Directors.
 - Secure signature cards and necessary signatures at the bank(s).
 - Make investments authorized by the Board of Directors.
 - Assist in the development of sponsorship levels, packaging and pricing.
 - Perform other duties as assigned by the Treasurer, President and/or Board of Directors.

Time required:

- Participation in the WIT Leadership Team meetings.
- Attendance at other committee meetings, SIG events and special events as schedule permits and as required.
- Annual budget preparation.
- Monthly and end-of-year report preparation.
- Ongoing day-to-day support as needed.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title:	Girls in Technology (GIT) Program Manager
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, Emerging Leaders
Receives Direction from:	Chair, STEM for Her
Collaborates with:	STEM for Her Board RMK Productions Communications

Responsibilities:

- Identify funding sources for Girls in Technology (GIT) programs.
- Develop and implement programs to encourage girls/young women to explore opportunities in technology.
- Advocate access to technology and industry role models for girls/young women.
- Work with WIT Communications Committee for development of GIT marketing needs.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as required.
- Attendance at WIT Leadership Team meetings
- Monthly and end-of-year report preparation.
- Liaison with programs supported by GIT.
- Fundraising for GIT programs.
- Reviewing proposals for support by GIT.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Membership Committee Vice Chair, Renewals
Position Title: Membership Committee Vice Chair, New Members

Term of Office: 1-year term, appointed by the WIT Board, with second term option

Reports to: Membership Chair

Collaborates with: Sponsorship Committee
RMK Productions

Responsibilities:

See duties in the "Board of Directors, Membership Chair" position description for guidance.

Time required:

See time required in the "Board of Directors, Membership Chair" position description for guidance.

Qualifications for chair/vice chair position:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title:	Mentorship Committee Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	Board Member at Large, Executive Development
Collaborates with:	Membership Communications RMK Productions Sponsorship

Responsibilities:

- Organize and oversee the adult mentor-protégé program.
- Develop schedule of orientations and sessions.
- Secure host locations for all sessions.
- Liaison with consultant / facilitator regarding matches, presentations, etc.
- Schedule speakers for sessions.
- Prepare communications to be emailed and/or posted to website regarding Mentor-Protégé Program.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the Chair and/or Board of Directors.

Time required:

- Committee meetings as required.
- Attendance at WIT Leadership Team meetings
- Attendance at mentor-protégé sessions.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Nominating Committee Chair

Term of Office: 1-year term, appointed by the WIT Board, with second term option

Reports to: Immediate Past President

Collaborates with: All Board Members and Leaders

Responsibilities:

- Develop and update a list of Board members and Leaders and their terms of office.
- Develop and update a list of potential candidates for the Board and Leadership positions.
- Recruit committee members and conduct committee meetings.
- Recruit potential candidates for Board and Leadership positions.
- Interview potential candidates. Explain the duties of the positions. Ensure that candidates have seen the position descriptions and understand the nature of their commitments.
- Work with Committee and SIG Chairs to explain, encourage and support succession planning as needed.
- Make recommendations to the WIT Board in accordance with the bylaws.
- Prepare communications to be emailed and/or posted to website regarding nominations or call for nominees.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Provide updates to the Immediate Past President to include in her monthly Board reports summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the chair/and or Board of Directors.

Time required:

- Committee meetings as required.
- Attendance at WIT Leadership Team meetings
- Interview of potential candidates.
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills
- Past WIT leadership experience a strong plus.

**WIT Board, Committee and Special Interest Group (SIG)
Leadership Position Descriptions**

**WIT Board, Committee and Special Interest Group (SIG)
Leadership Position Descriptions**

**WIT Board, Committee and Special Interest Group (SIG)
Leadership Position Descriptions**

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Sponsorship Committee Vice Chair, Special Events
Sponsorship

Term of Office: 1-year term, appointed by the WIT Board, with second term option.

Reports to: Sponsorship Chair

Collaborates with: Membership Committee, WIT Connect Committee,
Special Events: RMK
Productions

Responsibilities:

See duties in the "Board of Directors, Sponsorship Chair" Position description for guidance.

Time required:

See time required in the "Board of Directors, Sponsorship Chair" Position description for guidance

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Sponsorship Committee Vice Chair, Strategic Alliances

Term of Office: 1-year term, appointed by the WIT Board, with second term option

Reports to: Board Member at Large, Sponsorship and Strategic Alliances

Collaborates with: President/President Elect
All SIGs
Programs Committee
Membership Committee

Responsibilities:

- Establish alliances with strategic partners for WIT.
- Promote activities between WIT and its strategic partners, including outreach to communities of interest and developing joint programs with various organizations such as other associations.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the Chair and/or Board of Directors.

Time required:

- Committee meetings as needed.
- Attendance at WIT Leadership Team meetings
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Monthly and end-of-year report preparation.
- Goal and mission development.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title:	WIT Technology Committee Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Position Description:	Promote the appropriate use of technology to enhance the operations of the organization and its engagement with and among members.
Reports to:	WIT President-Elect
Provides oversight of:	WIT Technology Committee Committee
Collaborates with:	All Board Members RMK Productions All Committee and SIG Chairs and Vice Chairs, as appropriate

Responsibilities:

- Build and manage the WIT Technology Committee; hold monthly Committee meetings; prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Monitor and evaluate existing and future trends in technology that may affect the organization
- Develop and manage a technology plan for the organization that covers all systems and software used by the organization, including systems and software that have no costs associated
- Work with the Treasurer to create and maintain the annual budget for all technology expenditures
- Work with the WIT Secretary to document and maintain technology policies and procedures
- Prepare an end-of-year report. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Engage in other related projects as assigned by the President and/or by the Board of Directors.

Time required:

- Participation in monthly Committee meetings and additional project-related meetings as required.
- Attendance at WIT Leadership Team meetings
- Attendance at New Member Orientations to recruit Committee members
- Attendance at Committee meetings, SIG events & special events as schedule permits or as required.
- End-of-year report preparation.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

**WIT Board, Committee and Special Interest Group (SIG)
Leadership Position Descriptions**

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title:	Cyber Security & Technology SIG Vice Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	WIT Connect Chair
Collaborates with:	RMK Productions Communications Girls in Technology (CyberPatriot Girls)

Responsibilities:

- Develop a mission for the Cyber Security & Technology SIG.
- Identify the needs for technology programs within WITs membership.
- Develop programs/venues to meet the needs of WITs membership.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as needed.
- Attendance at WIT Leadership Team meetings
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Monthly and end-of-year report preparation.
- Goal and mission development.
- Attendance at Cyber Security & Technology SIG events.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title:	Women Business Owners (WBO) SIG Vice Chair
Term of Office:	1-year term, appointed by the WIT Board, with second term option
Reports to:	WIT Connect Chair
Collaborates with:	RMK Productions Communications All other SIGS

Responsibilities:

- Develop a mission for Women Business Owners SIG.
- Identify the needs of Women In Technology – WBOs.
- Develop programs/venues to meet the needs of WBOs.
- Identify Strategic Alliances for WBO needs.
- Ensure that SIG membership is available to the appropriate target audience and any restrictions are enforced.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as needed.
- Attendance at WIT Leadership Team meetings
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Monthly and end-of-year report preparation.
- Goal and mission development.
- Attendance at WBO and joint Executive Women events.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Workforce Development Vice Chair

Term of Office: 1-year term, appointed by the WIT Board, with second term option

Reports to: Membership Chair

Collaborates with: Communications
SIGS
RMK Productions

Responsibilities:

- Leads Workforce Development events for the Membership Committee
- Plans and develops programs and services to help WIT members achieve full employment.
- Assess member needs to identify programmatic and services opportunities.
- Develop, organize and produce (or oversee) appropriate programs.
- Prepare yearly committee goals and objectives, and report semi-annually.
- Prepare a monthly report summarizing activities for the previous month, any issues that need to be addressed by the Board of Directors, and plans for future activities.
- Prepare an end-of-year report for submission to the Executive Committee. Report will include a summary of activities for the previous year, successes and challenges, a list of committee members with contact information, and insight for future committee activities.
- Submit budget request to Treasurer to assist in preparation of annual budget.
- Perform other duties as assigned by the President and/or Board of Directors.

Time required:

- Committee meetings as needed.
- Attendance at Leadership Team Meetings
- Committee members are encouraged to attend monthly programs.
- Representation at all New Member Orientations.
- Monthly and end-of-year report preparation.

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

WIT Board, Committee and Special Interest Group (SIG) Leadership Position Descriptions

Position Title: Young Professionals SIG Vice Chair

Term of Office: 1-year term, appointed by the WIT Board, with second term option

Reports to: WIT Connect Chair

Collaborates with: Membership, Communications

Responsibilities:

- Update committee charter
- Set goals and agenda for the year
- Complete monthly status reports
- Coordinate with SIG members to propose events to the WIT Connect Committee
- Submit budget requests to Treasurer
- Organize committee meetings

Time required:

- Committee meetings
- Attendance at WIT Leadership Team meetings
- Committee members are encouraged to attend monthly programs
- Program coordination
- Networking on behalf of membership

Qualifications:

- Member in good standing throughout term.
- A demonstrated commitment to Women in Technology
- The ability to devote the necessary time and energy to the position
- Demonstrated leadership skills
- Collaborative and group skills

First ten years of a technical career