

COLLEGIATE OUTREACH DIRECTOR:

The Collegiate Outreach Director role is a volunteer, voting Director position on the Board of Directors. She/he is responsible for outreach efforts to help retain and support women pursuing higher education in STEM-related fields.

Term of Office: Two (2) years

Qualifications:

The Collegiate Outreach Director has demonstrated a willingness and enthusiasm to work towards the mission of Women & Hi Tech. She/he has demonstrated the ability to positively influence others and the proven ability to solicit and obtain substantial financial contributions. She/he has demonstrated knowledge of the STEM community and its changing needs.

The Collegiate Outreach Director should have experience in a higher education environment, with special consideration given to those with experience specifically in STEM education. She/he must have knowledge of the changing needs of women and the changing landscape of STEM education, and reflect the interests of the community and Women & Hi Tech members. Additionally, travel to different parts of the state for collegiate engagement will become increasingly important, so this role will require the flexibility/ability to occasionally travel.

All Directors shall be a member in good standing at time of initial voting and must remain in good standing throughout their tenure.

Responsibilities:

- Grow collegiate memberships and sponsorships throughout the state of Indiana.
- Increase collegiate attendance (staff and students) at events.
- Identify, manage, and grow community relationships with colleges, universities, and professional development institutions throughout the state of Indiana.
- Understand and communicate involvement with Women & Hi Tech with respect to:
 - Benefits of membership and sponsorship
 - Programming, event and scholarship opportunities
 - Gaining input and feedback to determine how to improve and expand services and programs for collegiate audiences
 - Presenting suggestions to the board for additional programming and events
- Coordinate with other Board Directors, especially K-12 Outreach Director, on:

- Initiatives, activities and programming that reach multiple constituencies
- Evaluating outreach opportunities for W&HT, whether from outside the organization or proposed internally, and making recommendations to the Board of Directors for their action
- Plan and execute events targeted towards our collegiate members within approved budget.
- Lead initiatives and communications involving collegiate and professional development scholarships.

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.

- 5-15 hours per month
- Board members are expected to attend at least 9 of 12 monthly board meetings per year (in person is preferred, with teleconference option available if unable to attend in person). Meetings are held downtown Indianapolis or virtually as scheduled 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.

