

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, help plan, and execute Women & Hi Tech's signature annual and/or biennial networking events for members and non-members, and to manage member volunteer procurement for all Women & Hi Tech signature events. The role also includes being the Women & Hi Tech lead and liaison for partnering with community STEM organizations to coordinate volunteer participants in any jointly held external events, including Passport to Hi Tech and Ignite Your Superpower!

Term of Office: Two (2) years

Qualifications:

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

The Networking Events Director has shown a passion and/or has experience in hospitality and event planning. The Networking Events Director has demonstrated exceptional organizational, teamworking, multitasking, and speaking skills. The Networking Events Director must be able to foster productive and beneficial relationships within the community, including with other community organizations and venue, catering, facilities, and/or technical vendors, their personnel, and representatives that promotes good will in the community on behalf of the organization.

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

Responsibilities:

- Plan, help plan with other board or emeritus members, and/or execute Women & Hi Tech's annual and/or biennial signature networking events within approved budget, including, but not limited to, Spring and Holiday Networking (annual), Fall, Retreat

(biennial), Multicultural Celebration (biennial), OperationAll (annual), the Leading Light Awards and Scholarship Gala (biennial), etc.

- Organize and lead the Networking Events Committee to implement signature programs.
 - Coordinate with Membership Administration to ensure that all volunteers are organization members in good standing
 - Obtain written “waiver” from President for organization volunteers that are not organization members
- Collaborate with partner organizations to plan and execute board approved partner events.
- Identify venues and work with vendors to host networking events.
- Serve as the point of contact for internal or external partners to suggest new venues and/or networking events that would further the Women & Hi Tech networking mission.
- Actively participate in and help plan the networking aspects of additional events with the Executive Women’s Forums Director, the Leading Light Awards Director, and/or other Directors or Emeritus members.
- Coordinate and work closely with the Communications Director to provide call for volunteers and ensure social media blasts, emails, and information provided to membership about upcoming and/or past programming is accurate and timely.
- Identify volunteers for all Women & Hi Tech events as required by individual board Directors such as:
 - Executive Women’s Forums (EWF)
 - Networking Events
 - Leading Light Awards
 - Fall Retreat
 - Passport to Hi-Tech
 - Ignite Your Superpower!
 - Panels and speaking engagements at the request of the board
 - Additional networking events as board approved for organization participation
- Coordinate, mentor and lead volunteers throughout the training and event process:
 - Prior to event: contact volunteers, review details and expectations, provide and confirm completion of up-to-date Volunteer Primer and/or Training module
 - During the event: Be the “Go-to” person for the volunteers.
 - After the event: Send “Thank You” emails, cards, and/or gifts to volunteers (as appropriate)/
- Responsible for leading the efforts to determine annual Women & Hi Tech Member Volunteer of the Year.
- Meet all Women & Hi Tech board obligations including attendance at board meetings, signature events, participation on committees and community partner events.



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 of the organization, including serving on committees, and representing Women & Hi Tech in the community at various events.

- 10-25 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.

