

ENGAGEMENT DIRECTOR

The Engagement Director role is a volunteer, voting Director position on the Board of Directors. The primary responsibilities of the Engagement 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 Women & Hi Tech 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 Engagement Director shows a passion for connecting with others to ensure that Women & Hi Tech members feel included and welcome. The Engagement Director also demonstrates exceptional organizational, teamworking, and multitasking skills, and has a proficiency in Microsoft Office365. 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 promote good will in the community on behalf of the organization.

Responsibilities:

- Volunteer Recruitment Events: Manage the volunteer signup platform for all events for which Women & Hi Tech recruits volunteers including, but not limited to: all Women & Hi Tech Signature events, Women & Hi Tech K-12 events (i.e., Girl Scouts Circle the City, Passport to Hi Tech, Ignite Your Superpower). (This role does not require the Member Engagement Director to attend all events or participate in the planning for all events, just to manage the volunteer recruitment platform.)
- Coordinate the strategy and execution STEM Circles leveraging committees for deployment.

- Coordinate the strategy and execution of Click-side chats leveraging a committee leader.
- Partner with the Women & Hi Tech Bundle Admin Committee leader to drive mutually beneficial relationships and engagement with Company sponsors.
- Coordinate with the Communications Director to ensure social media blasts, emails, and information provided to membership, is accurate and proactive/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 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

