

## K-12 OUTREACH DIRECTOR

The K-12 Outreach Director role is a volunteer, voting Director position on the Board of Directors. She/he is responsible for outreach efforts within the K-12 space to help create pathways to attract more girls to STEM careers.

**Term of Office:** Two (2) years

### Qualifications:

The K-12 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 education trends, the STEM community, and other local non-profits serving K-12 youth.

The K-12 Outreach Director should have experience in a K-12 education environment, with special consideration given to those with experience specifically in STEM education. She/he should have knowledge of or established relationships with organizations focused on girls, underserved youth in general and the STEM community in Indiana, as well as knowledge of the trends within STEM education (and K-12 education in general), and the challenges girls face. She/he must reflect the interests of the community and Women & Hi Tech members.

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

### Responsibilities:

- Provide opportunities for Women & Hi Tech Board and members to serve as STEM models and mentors to K-12 girls.



- Manage involvement in and sponsorship of Passport to Hi-Tech (P2HT), Ignite Your Superpower! (IYS) and any other STEM programming focused on youth engagement as approved by the board from time to time.
- Serve as the point of contact for organizations looking for financial or volunteer support for K-12 programs.
- Help evaluate K-12 outreach opportunities for Women & Hi Tech, whether from outside the organization or proposed internally, gather information about the feasibility of each opportunity, and make recommendations to the full board for its action.
- Coordinate with Community Outreach Director on initiatives, activities and programming that reach multiple constituencies.
- Develop relationships/partnerships within the education and youth support communities and non-profits.
- 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.

- 20-25 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

