

SIGNATURE EVENT DIRECTOR

The Signature Event Director role is a volunteer, voting Officer position on the Board of Directors. This position is appointed by the Board of Directors. As the Signature Events Director (SED), you are primarily responsible for the planning and execution of our most important events, where we recognize and celebrate our organization's diversity, women of achievement in STEM, and provide scholarships to the next generation of women in STEM.

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 W&HT 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 SED has demonstrated experience in project management and event planning, is a self-starter, and has strong communication skills. She/he has a spirit of hospitality. The SED will plan the biennial Leading Light Awards and Multi-cultural Event within the Board approved budget under the direction of the President.

Responsibilities:

- Establish and manage all aspects of the event including establishing and coordinating all sub-committees, managing the budget and timeline, and collaborating with the board to determine emcee, speakers, presenters, and special guests.
- Research various locations and determine a final choice of venue, including food, and beverage menus.
- Secure services and coordinate the execution of needed purchase order or contracts with all vendors in coordination with the President and Finance Director. Serve as point of contact for vendors and/or delegate to sub-committees as appropriate.
- Work with the chosen designer to create event branding and materials, including logo, program layout, name tags, signage, sponsorship materials, etc.
- Work closely with the Communications Director and President on all event marketing including press releases, emails, and social media.

- If the event includes a scholarship component (i.e. LLA) work with the Board to establish a scholarship committee to ensure it follows the organization's scholarship/award procedure.
- Coordinate with the Corporate Engagement Director to determine sponsorship packages.
- Work with the President to craft and send communications to nominees, special guests and speakers prior to the event and winners after the event.

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, an Officer 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.

- Estimated Time Commitment: 20-30 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.

