

## Community Outreach Committee Member:

The committee member role is a volunteer position that holds no voting rights.

## Term (1) year

## Qualifications:

Candidates must demonstrate a willingness and enthusiasm to work towards the mission of Women & Hi Tech. They have the ability to positively influence others. Ideal candidates have experience in event planning and management, with special consideration given to those with experience specifically in STEM-related fields. Candidates must have flexibility in their schedule to accommodate booth setup/teardown at various times of day, ranging from early morning to late evening. All candidates must be Women & Hi Tech members in good standing and must remain in good standing throughout their time on the committee.

## Responsibilities:

- Coordination, delivery, setup and tear down of the Women & Hi Tech booth for various events, including K-12 outreach events, collegiate outreach events, networking events, women's events, industry-specific events, etc.
- Coordinate with Volunteer Director to provide trained members or board members to staff the booth
- Store and manage booth materials
- Includes dry cleaning table covers, re-stocking candy, and keeping an accurate inventory of all items
- Maintain booth calendar
- Purchase new equipment with board approval
- Participate in a monthly call

## Time Commitment

- 5 hours per month