



CHAPTER BOARD JOB DESCRIPTIONS

Open positions for 2017 Board

1) PROGRAM DIRECTOR - Philadelphia

- Manages the overall planning and execution of Chapter programming at annual events, working in partnership with the Chapter President, Vice President and/or Executive board to set program strategy for the year.
- Sets guidelines and processes for Chapter programs and monitors progress, working with programming volunteer committee. Holds regularly scheduled meetings with all programming volunteers.
- Creates the Chapter programs calendar for the year ensuring programs are oriented to the programming needs of the chapter.
- Creates and submits an annual program budget.
- Ensures marketing and communication of programs are completed on a timely basis. Ensures post program reports, event pictures and other relevant information is sent to WICT National for review.

2) MENTORING DIRECTOR

- Work with the Chapter leadership to set Mentor program strategy and calendar for the year, ensuring programs are properly aligned to the needs of the members
- Create and submit an annual program budget
- Assumes primary responsibility for developing, implementing, and managing the components of the Chapter's mentoring program.
- Serves as liaison with mentoring partner(s), such as colleges, participating companies, and other industry associations as deemed appropriate by the Chapter board.
- Attracts and recruits committed members to the mentoring program.
- Champion for mentorship activities for the chapter
- Collect feedback (i.e. surveys) from participants and use data to improve processes, streamline efficiencies and gauge program success.
- Ensures marketing and communication of programs are completed on a timely basis. Ensure post program reports, event pictures and other relevant information is sent to WICT National.

3) WICT Philly Gives Back DIRECTORS – 2 Positions

- Work with the Chapter leadership to set WPGB strategy for the year, ensuring program is properly aligned with the Model Chapter Business Plan
- Assumes primary responsibility for developing, implementing, and managing the components of the WICT Philly Gives Back Event
- Create and submit an annual program budget



- Assumes primary responsibility for developing, implementing, and managing the components of the WICT Philly Gives Back Event, establishing and working with a committee of volunteers.
- Serves as liaison with charitable partner
- Organizes awards for event
- Ensures marketing and communication is completed on a timely basis.
- Collect feedback (i.e. surveys) from participants and use data to improve processes, streamline efficiencies and gauge program success.
- Ensure post program reports, event pictures and other relevant information is sent to WICT National.

4) MARKETING DIRECTOR

- Ensure that a consistent, professional and credible Chapter identity is presented to the public and to the membership in all communications.
- Coordinate creation of invitations, one-sheets, signage and all public facing collateral materials for all programming events.
- Ensure that all materials are reviewed and approved by Chapter Leadership prior to publication.
- Develop marketing content for email blasts.
- Send email blasts to members using Constant Contact.

5) SCHOLARSHIP CHAIR–

- Work with the Chapter leadership to set Scholarship strategy for the year.
- Responsible for working with the board to identify programs/events for scholarships.
- Develops scholarship applications.
- Works with Communications team to develop outward facing communications for scholarships.
- Organize and work with scholarship selection committee (made up of board members/volunteers) to identify scholarship recipients.
- Works with WICT national to hold spots for scholarships.

6) MEMBERSHIP CHAIRS – 2 positions

- Responsible for developing, implementing and communicating the chapter's annual membership plan in a timely manner to the national office and the chapter membership.
- Become familiar with WICT national membership program and with renewal/new member goals and regularly monitor chapter membership.
- Maintains consistent visibility and working relationship with WICT National.



- Coordinates the current local membership list with WICT National to assure the highest possible accuracy.
- Consistently reviews and follows the Model Chapter Business Plan to ensure actual membership goals are being tracked.
- Develops and carries out new member acquisition and renewal campaigns that are within budget and designed to achieve the chapter goals.
- Assists members with renewals, member communications to include contact updates, online process, etc, and forwards to WICT National to assure database accuracy for all chapter membership rosters.
- Assures Chapter events and programs include membership recruitment information and any member updates, as well as, track and follow-up both member and prospect activity at Chapter events.

7) VICE TREASURER

- Working with the Treasurer:
 - Maintains the accounting and other financial records of the designated chapter.
 - Implements the annual budget and strategic plan.
 - Ensures the review and understanding of WICT National's internal control document.
 - Works in unison with WICT National to ensure timely submissions and document records, as requested.
 - Monitors all chapter bank accounts.
 - Deposits all income and writes checks in timely fashion.
 - Manages all finance-related accounts (pay pal, etc.).
 - Thorough planning, monitoring and working with the board, assures that adequate resources are available to fund chapter programs.
 - Responsible for filing YE financial report, budget and financial summary with WICT National by stated deadline.
 - Responsible for overseeing the reporting and revenue generating areas of the chapter.