



Women in Cable
Telecommunications™
Rocky Mountain

WICT RM Chair, Walk of Fame, Nominations

JOB BRIEF:

We are looking for a director or above level to facilitate the Walk of Fame nominations process with the WICT touchstones of leadership guiding the way. The Walk of Fame nominations chair should be passionate about recognition with a diversity and inclusion attitude. Relationships across the industry is a plus to help the facilitation of this process.

RESPONSIBILITIES:

Assist the Director, Walk of Fame with-

- Review and update all nomination forms (Woman of the Year, Woman in Technology, Mentor of the Year, Industry Partner of the Year, Leader to Watch, Rising Star, Young Woman to Watch, Lifetime Achievement)
- Provide timeline plan for nomination ask through selection at weekly WOF meetings
- Created nomination panel of advisors with senior level mix across companies
- Partner with MARCOM to post and send out communications about nominations open and close
- Facilitate a half day nomination selection session
- Create binders to support selection process
- Along with panel of advisors perform nomination selection/non-selection calls
- Provide updates at board meetings as needed in place of Director

TIME COMMITMENT:

- All Board positions are a 2-year volunteer, commitment
- Monthly Board Meeting
- Weekly Walk of Fame meetings over a four-month time span Dec-Apr
- ~4 hours per week for different tasks assigned above
- Expectation to participate in WICT events whenever possible (~2 times per month)
- Additional time as needed

CORE SKILLS:

- Facilitation experience
- Proficiency with programs, such as Microsoft Word, Excel, PowerPoint
- Attention to detail
- Experience with award selection process

Email wict.rm.wof@gmail.com with your interest in learning more!