



WICT RM Director, General Programming

RESPONSIBILITIES:

- Manages the overall planning and execution of general Chapter programming at annual events.
- Invite WICT National to ensure relevant information is available
- Oversees the general Chapter programs calendar for the year ensuring programs are properly aligned with the Model Chapter Business Plan and oriented to the programming needs of the chapter, members and of the industry.
- Possess a clear understanding of budgeting, staffing and follow-up.
- Sets guidelines and processes for Chapter programs and monitor progress.
- Holds regularly scheduled meetings with all programming chairs
- Creates and submits an annual program budget.
- Along with chair creates and monitors a formal feedback process for programs.
- Ensures marketing and communication of programs are completed on a timely basis.
- Works with the Chapter President, Vice President and/or Executive board to set program strategy for the year.
- Attends the annual WICT National Programming webinar.
- Responsible for creating and leading an active committee involved in planning and executing Chapter programs.
- Works closely with the Chapter Treasurer and the Executive Board to assure that financial objectives with respect to particular programs are met.
- Communicates with other board members to ensure professional and timely delivery of program and event plans.
- Responsible for ensuring each program is fiscally responsible prior to incurring expenses and approvals for all programs are obtained from the Executive Board before moving forward with an event.
- Provide updates at board meetings.

TIME COMMITMENT:

- All Board positions are a 2-year commitment
- Monthly Board Meeting
- ~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