



Women in Cable
Telecommunications™
Rocky Mountain

WICT RM Director, Board Operations

RESPONSIBILITIES:

- Check and manage admin@wictrm.org mailbox, route emails, address questions, etc.
- Handle all onboarding of new Board members: email, WICT Connects access, MCBP information, etc.
- Handle logistics for Board meetings: agendas, invitations, minutes, and follow up
- Be responsible for transmitting proposed amendments to Chapter bylaws to the National Office and the Board of Directors for approval, and after approval, of notifying Chapter members of amendments to be considered.
- Manage file posting, updating, and communication of Chapter WICT Connects document repository
- Manage Model Chapter Business Plan (MCBP) file: communication of deadlines, edits of working file, start the Governance and Giving Back sections, send official completed file to National
- Send files that are due to National WICT
- Act as primary liaison with WICT National ensuring visibility, responsiveness and communication with WICT staff, as requested
- Prepare and distribute official ballots to voting/Board members
- Handle gifts for outgoing Officers and Board members
- Manage Chapter Bylaws file and make ongoing additions/edits
- WICT Rocky Mountain Chapter BOD Job Descriptions
- Manage Chapter Strategic Plan and make ongoing additions/edits
- Manage Chapter Board contact list, keep updated, and communicate changes
- Send weekly email out to Board members with all necessary information
- Provide updates at board meetings

TIME COMMITMENT:

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