



Women in Cable
Telecommunications™
Rocky Mountain

WICT RM President

RESPONSIBILITIES:

- Serve as the leader and spokesperson for designated chapter and at chapter events
- Maintain effective working relationships with Chapter/Executive boards and with WICT Global
- Act as primary liaison with WICT Global ensuring visibility, responsiveness, and communication with WICT staff, as requested
- Work to involve chapter in activities and programs that will further enhance overall WICT goals and objectives
- Ensure all chapter events adhere to the needs of its members and supporting companies by providing quality, value, and relevance in programming (as outlined in the Model Chapter Business Plan or MCBP)
- Serve as an advocate for ensuring chapter consistently adheres to the WICT mission statement, vision elements, and strategic plan
- Preside at all chapter board meetings, as necessary
- Preside on all WICT Global conference calls, as requested, and as per the MCBP
- Regularly monitor progress of chapter goals and objectives based on the Model Chapter Business Plan
- Appoint committee chairs and task forces, as necessary - Serves as an ex officio member of all committees
- Ensure that all chapter protocols (i.e. communications, operations, marketing etc.) are followed so that the chapter is professionally and credibly represented to membership, to Global, to regional leaders of industry organizations, and to the industry as a whole
- Spearhead, delegate, review, and ensure timely submissions of all necessary documents (i.e. MCBP, financial, membership and strategic/succession plans etc.) to WICT Global
- Serve as liaison and communicate with other local chapters, industry associations, and member organizations or senior leadership on behalf of the chapter
- As a member of the Executive board, participate in chapter spending decisions
- Lead Executive board meeting and/or conference calls
- Maintain the exclusive authority to execute agreements on behalf and in the best interest of the chapter and oversees that all decisions of the Board are faithfully executed
- Regularly communicate with Chapter to Chapter Mentoring Chapter President
- Provide updates at board meetings
- Complete final review of all Model Chapter Business Plan and Chapter Award submissions to WICT Global
- Serve as the designated contact for Board Directors who have concerns/challenges, who need help with workload/priorities, and/or cannot attend meetings/events
- Take proactive approach to Board development, process improvements, and Board member experience

TIME COMMITMENT:

- President position is a 2-year commitment
- ~12 hours per week for different tasks assigned above

- Expectation to participate in local WICT events when possible (~2 times per month)
 - Attend 50% of all chapter events
 - Must attend Walk of Fame in May and Tech It Out in November
- Additional time as needed

DESIRED COMPETENCIES AND EXPERIENCE:

- Thinks strategically, manages complexity and acts decisively.
- Effectively resolves conflict and demonstrates courage.
- Brings diversity to the Board, offering unique experiences and points of view.
- Possesses effective public speaking skills.
- Cable industry experience (2+ years)
- Leadership experience in business, civic or non-profit sectors (5+ years)
- Nonprofit Board member experience (2+ years)