



Women in Cable
Telecommunications™
Rocky Mountain

WICT RM Vice President

RESPONSIBILITIES:

- Assume and accept the responsibilities as designated by the chapter President in his/her absence
- Attend 80% of all chapter board meetings and chapter events
- As a member of the Executive board, participate in chapter spending decisions
- Participate in Executive board meeting and/or conference calls, as necessary
- Assist and/or oversee governance with the Strategic planning process
- Provide continuity for the Succession planning process and formulates plans for his/her term by organizing the Succession planning committee
- Develop action plan to further identify and add clarity to all roles and responsibilities prior to annual transition
- Ensure appropriate follow up and effective transitioning of all chapter duties
- Organize the financial review process by identifying three (3) volunteers to independently audit the previous year's finances
- Provide final review as primary signatory for all chapter contracts
- Complete final review of all submissions to National, including the Model Chapter Business Plan
- Serve as the designated "check-in" for Board members who are having problems, who need help with workload/priorities, and/or cannot attend a Board meeting
- Provide updates at board meetings

TIME COMMITMENT:

- All Board positions are a 2-year commitment
- Monthly Board Meeting
- Monthly Executive Meeting
- ~12 hours per week for different tasks assigned above
- Expectation to participate in WICT events whenever possible (~2 times per month)
- Additional time as needed