

WICT RM Chair, WICT Premier Management Development Series

RESPONSIBILITIES:

- Works with Director, WICT PMDS to select and contract program facilitator, and recruit and select program attendees.
- Work with committee members to coordinate and execute program elements.
- Work with Director to select/award any program scholarship recipients
- Assumes responsibility for communications and follow up with WICT PMDS participants including calendar invites and emails
- Assists with Marketing for registration and program documentation submissions.
- Coordinate alumni engagement in WICT PMDS program events and sessions

TIME COMMITMENT:

Board Expectations

- All Board positions are a 2-year commitment
- Monthly Board Meeting
- Monthly Executive Meeting
- Expectation to participate in WICT events whenever possible (~2 times per month)
- Additional time as needed

Program Expectations

- ~1-2 hours per week for different tasks assigned pre and post program
- ~2 hours per month during the program (April - September)