

WICT RM Director

Premier Management Development Series

RESPONSIBILITIES:

- Assumes primary responsibility for developing, implementing, and managing the components of the Chapter's PMDS Program.
- Responsible select and contract program facilitator
- Attracts and recruits committed members to the PMDS program.
- Develops and manages a 2-3 year long-range Chapter PMDS plan.
- Works cross functionally with other Chapters to offer joint programs if possible
- 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.
- Responsible for creating and leading an active committee including facilitator involved in planning and executing the program.
- Work with committee members to coordinate and execute program elements
- 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 presentations/updates at board meetings.
- Holds regularly scheduled meetings with all programming chairs
- Provides direct communication with WICT PMDS participants and facilitator
- Directs Co Chairs to ensure communications and follow up with WICT PMDS participants including calendar invites and emails
- Coordinate alumni engagement in WICT PMDS program events and sessions
- Along with chair creates and monitors a formal feedback process for the programs
- Coordinates with program facilitator to create program graduation certificates and gifts
- Attends and supports other WICT Programs and webinars to support and promote WICT

TIME COMMITMENT:

- All Board positions are a 2-year commitment
- 2 hours per month to attend Monthly Board Meeting
- ~2 hours per week for different tasks assigned pre and post program
- ~2 hours per month during the program (April - September)
- Expectation to participate in WICT events whenever possible (~2 times per month)
- Additional time as needed