

WICT RM Chair, General Programming Utah and Montana

RESPONSIBILITIES:

- Manages the planning and execution of general Chapter programming in respective geographic area within The WICT Network: Rocky Mountain chapter.
- Oversees the general Chapter programs calendar for the year in respective geographic area, ensuring programs are properly aligned with the Model Chapter Business Plan and oriented to the programming needs of the chapter, members and of the industry.
- Attends regularly scheduled meetings with all programming chairs & Director.
- Provides input to the annual program budget.
- Along with the Director and fellow chairs, creates and monitors a formal feedback process for programs.
- Ensures marketing and communication of programs are completed on a timely basis.
- Actively promotes programming within respective region with the goal of improving engagement and increasing membership.
- Attends the annual WICT National Programming webinar.
- Communicates with the Director and fellow chairs to ensure professional and timely delivery of program and event plans.
- Responsible for ensuring each program is fiscally responsible prior to incurring expenses and ensures approvals for all programs are obtained from the Director before moving forward with an event.
- Provide updates to the Director for review at board meetings.

TIME COMMITMENT:

- All Board positions are a 2-year commitment
- Twice monthly General Programming meetings
- ~2 - 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