**WICT Greater Ohio Vice President Placement**

Term: January 2020 – December 2021

As we prepare for our 2020 WICT Greater Ohio Chapter Board changes, we would like to confirm your interest in our upcoming vacancy to serve as our new WICT Vice President. If after reviewing the job description below and ensuring you are able to support the organization, please fill out the following application. In addition to the application, please include a letter of recommendation from either your manager or a current member of the WICT Board.  Upon completion, please send your completed application and a letter of recommendation to [jeanette.richardson@charter.com](mailto:jeanette.richardson@charter.com). Applications will be accepted until September 13, 2019.

Your honest answers will assist our organization in ensuring we move forward successfully. Please keep in mind we always have volunteer opportunities within WICT, and hope you will consider engaging within the organization throughout the year in any capacity.

**Vice President:**

**JOB DESCRIPTIONS**

**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 formulate 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.
* 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.

**MINIMAL TIME COMMITMENT FOR BOTH ROLES:**

* President/Vice President positions is a 2-year commitment
* ~20 hours per month total estimate
  + Monthly Board Meetings (2 hours)
  + Monthly Executive Board Meetings (1 hour)
  + Other meetings and phone calls as needed (strategy, events, budget, etc.)
* Expectation to participate in local WICT events when possible (~2 times per month)
* Additional time as needed

**APPLICATION:**

**WICT GREATER OHIO CHAPTER VICE PRESIDENT APPLICATION**

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Position Title

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Cell Phone Number

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How long have you been a WICT Member and what has been your level of engagement?

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What would you hope to gain through your commitment as Vice President?

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What do you envision you will bring to the WICT board by being part of the Executive Board? Please share any additional insight or ideas you have for the role of Vice President.

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Which Touchstone resonates the most with you and why?

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Please include any additional comments that you would like to share.

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In addition to the application, please include a letter of recommendation from either your manager or a current member of the WICT Board. Please send your letter of recommendation to Jeanette.richardson@charter.com.

**WICT Greater Ohio Operations Chair:**

* Manages the overall planning and execution of financial operations for the Chapter, working in partnership with the Chapter President, Vice President and/or Executive board to set program strategy for the year.
* Provides leadership and guidance to Treasurers for overall finance and financial records of the chapter. As part of this function, provides oversight,  leadership and direction for all financial activities and deliverables to include (not limited to):
  + Annual budget and strategic plan
  + WICT National’s deliverables
  + All chapter bank accounts
  + Thorough planning, monitoring and working with the board, assures that adequate resources are available to fund chapter programs
  + Participates in Executive Board meetings and/or conference calls, as necessary.
  + Works with incoming president and treasurers to assure smooth transition of financial matters.
  + As a member of the Executive Board, participates in Chapter spending decisions.

**MINIMAL TIME COMMITMENT:**

* 2-year commitment
* ~20 hours per month total estimate
  + Monthly Board Meetings (2 hours)
  + Monthly Executive Board Meetings (1 hour)
  + Other meetings and phone calls as needed (strategy, events, budget, etc.)
* Expectation to participate in local WICT events when possible (~2 times per month)
* Additional time as needed

**APPLICATION:**

**WICT GREATER OHIO CHAPTER OPERATIONS CHAIR APPLICATION**

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**WICT Greater Ohio Chapter Tech It Out Director:**

* Set program strategy and calendar for the year, ensuring programs are properly aligned with the Model Chapter Business Plan and oriented to the programming needs of the members and of the industry
* Create and submit an annual program budget to Treasurer and President
* Develop and execute events/workshops for members to learn about the latest technologies.
* Develop outreach events to local universities and schools to educate students on technology within the cable telecommunications industry.
* Submit all communications inputs to Communication Chair to meet communication timelines.
* Create and monitor a formal feedback process for programs. Collect feedback (i.e. surveys) from participants and use data to improve processes, streamline efficiencies and gauge program success.
* Ensure post program reports, event pictures and other relevant information is sent to WICT National.

**MINIMAL TIME COMMITMENT:**

* 2-year commitment
* ~20 hours per month total estimate
  + Monthly Board Meetings (2 hours)
  + Monthly Executive Board Meetings (1 hour)
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**APPLICATION:**

**WICT GREATER OHIO CHAPTER TECH IT OUT DIRECTOR APPLICATION**

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**Co-Programming Director:**

* Manages the overall planning and execution of Chapter programming at annual events with Co-Programming Director, working in partnership with the Chapter President, Vice President, Programming Chair and/or Executive board to set program strategy for the year.
* Sets guidelines and processes for Chapter programs and monitors progress, working with programming volunteer committee. Holds regularly scheduled meetings with all programming volunteers.
* Creates the Chapter programs calendar for the year ensuring programs are oriented to the programming needs of the chapter.
* Creates and submits an annual program budget.
* Ensures marketing and communication of programs are completed on a timely basis. Ensures post program reports, event pictures and other relevant information is sent to WICT National for review.

**MINIMAL TIME COMMITMENT:**

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**WICT GREATER OHIO CHAPTER TECH IT OUT DIRECTOR APPLICATION**

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