



LEADING LIGHT AWARDS DIRECTOR:

As the Leading Light Awards Director, you are primarily responsible for the planning and execution of one of our most important events, where we recognize women of achievement in STEM and award scholarships to the next generation of women in STEM.

The Leading Lights Awards (LLA) Director role is a volunteer, voting position on the Board of Directors.

Term of Office: Two (2) years

Qualifications:

The LLA Director has demonstrated a willingness and enthusiasm to work towards the mission of Women & Hi Tech. She/he has demonstrated the ability to positively influence others and the willingness to solicit and obtain substantial financial contributions.

She/he has demonstrated excellent project management and event planning skills, is a self-starter, and has strong communication skills. She/he has a spirit of hospitality.

All Directors shall be a member in good standing at the time of initial voting and must remain in good standing throughout their tenure.

Responsibilities:

- Plan the biennial Leading Light Awards within approved budget under the direction of the President.
- Establish and manage the budget and timeline for the event.
- Collaborate with the President to determine emcee, speakers, presenters, and special guests.
- Assemble and oversee the Leading Light Awards planning committee, which will consist of members of the board of directors and members of Women & Hi Tech.
- Research various locations and determine a final choice of venue, and serve as the point of contact for contracts, planning and day-of event execution.
- Determine food and beverage menus, and décor (including flowers).
- Work closely with the Communications Director and President on all owned media pieces (press releases, emails, social media), and for earned media opportunities.
- Alongside the President, serve as the point of contact for media inquiries and interviews.



- Determine vendors and serve as the point of contact (e.g., designer, writer, printer, photographer, awards).
- Work with the chosen designer to create event branding and materials, including logo, program layout, name tags, signage, sponsorship materials, etc.
- Develop a shot list for the photographer.
- Determine multimedia needs (e.g., video) and execute development.
- Create final presentation PPT and script, and work with venue to ensure seamless execution.
- Research and present options on award design.
- Determine final award and scholarship categories, and oversee judging committee (including judging day).
- Coordinate with the Corporate Engagement Director to determine sponsorship packages (including which LLA offerings are included in annual corporate sponsorship).
- Create and provide necessary materials to the sponsorship committee, Communications Director, etc.
- Work with the President to craft and send communications to nominees, special guests and speakers prior to the event and winners after the event.
- Attend Women & Hi Tech events (e.g., Executive Women Forums, Networking Events, K-12 Events, Leading Light Awards) and partner events.
- Attend community, industry and association events on behalf of Women & Hi Tech.
- Participate in panel discussions as a representative of Women & Hi Tech.
- Participate in Women & Hi Tech committees.
- Attend monthly board meetings.
- Submit reports monthly to the Board of Directors on the status of event planning.

Time Commitment:

Women & Hi Tech is run by an all-volunteer Board of Directors, each of whom commit their time and resources to help advance the organization's mission. We don't take the term "working board" lightly. At any given time, a Director is leading her/his own area of responsibility while also contributing to other areas of the organization, including serving on committees, and representing Women & Hi Tech in the community at various events.

- 20-30 hours per month
- During the three (3) months preceding LLA the time commitment will increase significantly, requiring availability during the day and evening.
- Board members are expected to attend at least 9 of 12 monthly board meetings per year (in person is preferred, with teleconference option available if unable to attend in person). Meetings are held downtown Indianapolis from 11:30am-1:00pm on the first Wednesday of each month (with a few exceptions).

