

Executive Chair

Approximate Time Commitment: 4-6 hours per month

One hour of this commitment is dedicated to the monthly WIT Executive Committee Meeting.

The remainder of the time commitment is dedicated to developing and sharing the WIT monthly newsletter, welcoming new members via the Google Group, and developing and planning the monthly WIT Executive Committee meeting.

Typically the tasks above do not fill the 4 hours, but there may be a need to be a representative at the Coffee or Happy hours or to dedicate time to activities in support of major events.

Communications

Approximate Time Commitment: 4-6 hours per month

One hour of this commitment is dedicated to the monthly WIT Executive Committee Meeting.

One hour per month for Communication Committee Meeting

One hour with Events Committee Meeting (Only for event planning meetings)

Remainder of the commitment entails:

- Website Maintenance
- Social media updates
- Promoting recurring events

Events

Approximate Time Commitment: 4-6 hours per month

One hour of this commitment is dedicated to the monthly WIT Executive Committee Meeting, and one hour includes the monthly events team meeting.

The remainder of the commitment is spread across attending monthly WIT Coffee Hours, which are informal gatherings of WIT members to connect with each other and larger events planned by the group, as well as additional time on special projects as-needed.

Finance

Approximate Time Commitment: 4 hours per month

One hour of this commitment is dedicated to the monthly WIT Executive Committee Meeting.

Donna Edelen is the Chair, Susan is the Co-Chair

The remainder of the committee schedules and facilitates monthly meetings. Searches and applies for grants, submits for funding for yearly events and special projects.

Mentorship

Approximate Time Commitment: 3 - 4 hours per month

One hour of this commitment is dedicated to the monthly WIT Executive Committee Meeting

One hour to the monthly Mentorship Committee Meeting

One to two hours for mentorship cohort and mentorship event work

The largest time commitment is matching mentors and mentees when starting a new cohort. Most forms and surveys sent out simply need to be adjusted for the current semester/cohort.