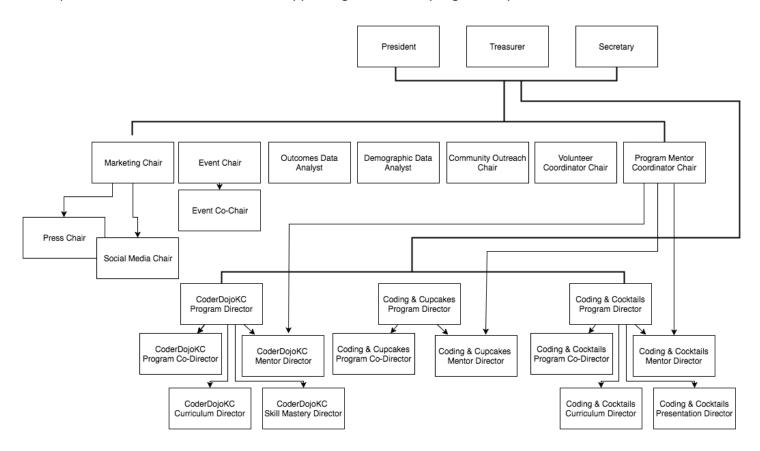# Kansas City Women in Technology Leadership Roles:

Kansas City Women in Technology does not operate like the traditional non-profit. Board members have specific tasks and roles relating to overall KCWiT operations and program management. The board is governed by a president, treasurer, and secretary in name, with supporting seats and committees to ensure the programs run smoothly, get the marketing they need, and advancements are inline with the overall vision. Programs are lead by directors and co-directors, with supporting roles as the program requires.

Director:
Manage the collective vision of Kansas City Women in Technology and ensure the programs and leaders operate in the organization's best interest. This is an administrative/networking/public facing role. Responsibilities include:
- Run board meetings
- Oversee performance and growth of programs
- Act as spokesperson for the organization
- Secure funding for organization and program
- Manage strategic partnerships
- Recruit and onboard new board members and leaders
- Introduce board/leadership to Kansas City network, help to get personal mentors

Finance Chair:
The finance chair is responsible for managing the budget across all programs and coordinating with the 501c3 accountant. Responsibilities include:
- Updating budget, sharing numbers at board meeting
- Fleshing out spending and income strategies

- Providing feedback to, granting & tracking budgetary requests
- Managing financial instruments (bank accounts, checks, etc)
- Taxes

Secretary:

The secretary is responsible for recording meeting minutes and managing documentation. Responsibilities include:

- Taking minutes at board meetings
- Sening minutes out to board
- Signing off on board approvals
- Uploading meeting minutes and relevant documentation to Google Drive

Event Chair:

The event chair is responsible for coordinating KCWiT events, mainly TechTalks. This is an administrative/speaking/public facing role. Responsibilities include:

- Getting venues, sponsors, and speakers lined up
- Managing attendee check-in
- Kicking off Tech Talks
    - Explaining KCWiT mission/origin
    - Reading mentor/volunteer opportunities
- Presenting speakers/panelists

Event Co-Chair:

The event co-chair is responsible for assisting in running TechTalk events. This is a administrative and speaking/public facing role. Responsibilities include:

- Coordinating with Event Chair for event details
- Managing attendee check-in
- Kicking off Tech Talks
    - Explaining KCWiT mission/origin
    - Reading mentor/volunteer opportunities
- Presenting speakers/panelists
- Helping coordinate TechTalk promotional efforts

Community Outreach Chair:

The community outreach chair is responsible for managing relationships with the community and managing large projects around helping community members start their own technology programs. Kansas City Women in Technology receives a large number of requests for speakers, mentors, and coaching in regards to technology and women in technology careers. This is an administrative/networking role. Responsibilities include:

- Replying to email requests from community within 48 hours
- Vetting community requests to KCWiT board
- Connecting KCWiT volunteers to community requests
- Updating the volunteer/mentor opportunity page
- Coordinating with community partners like KC Stem Alliance in joint endeavors
- Managing contact sheet of community partners and programs
- Attending relevant committee meetings on KCWiT's behalf

Marketing Chair:

The marketing chair is responsible for creating promotional materials for KCWiT programs based on current brand guidelines. Graphic design skills are required. Responsibilities include:

- Designing informational materials for each program
  - Need materials targeting each demographic: attendees and mentors
- Designing promotional materials and white papers based on KCWiT data and success stories
- Designing one-sheet promotional fliers
- Coordinate with photographers/videographers for promotional materials

Reportees: Press chair, Social Media Chair, Marketing committee

Public Relations Chair:

The public relations chair is responsible for marketing Kansas City Women in Technology to news sources and assisting in responding to press requests, and writing press releases. Responsibilities include:

- Reaching out to local papers/magazines/news sources to write about/promote KCWiT programs
- Writing and distributing press releases
- Research local awards and submit KCWiT programs and leaders for awards

Social Media Chair:

The social media chair is responsible for creating, updating, and executing social media strategy across program platforms. Responsibilities include:

- Creating posts on a regular basis with relevant industry articles, commentary, and blogs
- Interviewing and posting membership, leader, and mentor spotlights
- Cross promoting and sharing from our community partners
- Live tweeting events with photos
- Creating promotional contests as opportunities arise

Social Media Co-Chair:

The social media co-chair reports to the Marketing chair and is responsible for helping maintain and execute on social media strategy across program platforms. Responsibilities include:

- Cross promoting and sharing from our community partners
- Responding to social media promotion requests in 48 hours
- Live tweeting events with photos

Newsletter Chair:

The newsletter chair is responsible for writing and sending out the monthly newsletter, and the promotional email for monthly events. Responsibilities include:

- Finding relevant news articles
- Getting event summaries and information from program directors
- Getting photos and graphics to add to newsletter

Program Mentor Coordinator Chair:

The program mentor coordinator chair is responsible for managing mentors across all KCWiT programs. This is an administrative/networking role. Responsibilities include:

- Overseeing onboarding volunteers/mentors (explain our programs, mentoring philosophy, time commitments)
- Coordinate efforts of individual program mentor coordinators
- Gathering volunteer attendance data across programs
- Directing new volunteers/mentors to the program that best fits their interest
- Coordinate mentor-appreciation events

Reportees: CoderDojoKC Mentor Coordinator, Coding & Cupcakes Mentor Coordinator, Coding & Cocktails Mentor Coordinator

Volunteer Coordinator Chair:
The volunteer coordinator chair is responsible for managing volunteers across KCWiT requested activities. This is an administrative/networking role. Responsibilities include:
- Emailing reminders/instructions to volunteers week before the event
- Recording volunteer attendance across events
- Connecting KCWiT volunteers to community requests
- Coordinating volunteers for irregular events
    - Conference booth work (KCDC)
    - STEM workshops
    - STEM conferences
    - Hour of Code
- Recruiting new volunteers
- Onboarding volunteers (explain our programs, mentoring philosophy, and help volunteers find which activity is their best fit)
- Attending relevant committee meetings on KCWiT's behalf
    - Young Girls in STEM conference(JCCC)

Fundraising Coordinator Chair:
The fundraising coordinator chair is responsible for securing sponsorships for KCWiT. Responsibilities include:
- Responding to sponsorship requests
- Soliciting new sponsors
- Providing promotional materials & whitepapers to past, present, and future sponsors
- Pursuing community grants like Mozilla Hive Fund
- Coordinating with local partners to assist in joint grant efforts

Outcomes Data Analyst
The data analyst is responsible for gathering and presenting data for measurable outcomes and improvement areas across KCWiT programs and producing a yearly report summarizing successes and growth. This person will work with the leadership team and program directors to identify key measurable outcomes to track progress and growth of programs and the organization as a whole. Responsibilities include:
- KCWiT Overview
    - Analyze online traffic and social media metrics
    - Create yearly report including growth of membership, mentors, and attendees across programs
- CoderDojoKC
    - Gather/present data on attendance rates and help identify frequent no-shows

- - ○ Gather/present data on returning vs. new attendees + trends over time
    - ○ Collect survey information for program improvement
  - Coding & Cupcakes
    - ○ Track previous attendees into CoderDojo/other STEM programs
    - ○ Collect survey information for program improvement
  - Coding & Cocktails
    - ○ Track repeat attendees
    - ○ Collect survey information for program improvement

Demographics Data Analyst

The data analyst is responsible for gathering and presenting statistical demographic data across KCWiT programs and the metropolitan area. This person will work with the leadership team and program directors to help distribute surveys and create processes to gather data. Responsibilities include:

- Gathering/presenting data on KCWiT membership counts w/ job demographics
- Presenting data on social media followers and impressions
- Presenting data on new/returning attendees to programs
- Presenting data on gender ratios at CoderDojo
- Presenting data on attendance across all programs
  - ○ Breakdowns by age, location
- Tracking progress of program attendees
- Monitoring usage of hotspot data to report to financial chair
- Gather statistical data of women in tech in Kansas City
- Gather statistical data of other women orgs in Kansas City

Tech sHeroes Leadership Roles

Program Director

The program director oversees the coordination and administration of all aspects of an ongoing program including planning, organizing, staffing, leading, and controlling program activities. Responsibilities include:

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization
- Develop new initiatives to support the strategic direction of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Develop an annual budget and operating plan to support the program
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Develop funding proposals for the program to ensure the continuous delivery of services
- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with all relevant legislation and professional standards
- Develop forms and records to document program activities

- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization

Director of Curriculum

Director of curriculum is required to oversee all updates and branches of the curriculum. Responsibilities include:

- Updating existing curriculum when necessary
- Updating the existing curriculum as it is used and improvements are found, swapping out modules as new technology becomes available
- Creating new branches of the curriculum to meet the needs of individual schools with varying access to technology
- Creating all supporting material and writing all code needed to execute the lessons
- Being available to answer questions from those who are teaching the lessons each week
- Writing and conducting pre and post surveys to gage student interest and feedback

Director of School Partnerships

The school relations coordinator is responsible for communicating with all schools that to assure that Tech sHeroes can run at that school. Responsibilities include:

- Work with KC STEM Alliance and other local education organizations and influencers to identify and interview middle schools for expansion opportunities
- Develop criteria and lead the selection process for new middle school partnerships
- Build and maintain ongoing relationships with key personnel at each Tech sHeroes middle school, particularly with the principal and teacher sponsor
- Understand all school policies and regulations that impact Tech sHeroes operations, and work with the appropriate people to ensure program compliance
- Assess program needs for each school
- Conduct evaluative surveys and collect relevant data from the school and students at the conclusion of each Tech sHeroes session to inform ongoing program development

Director of Mentor Recruitment + Relationships

Mentors are the heart of the program — and you make sure the heart keeps beating. With a sense of clarity about who a Tech sHero mentor is, what she does, and the impact she makes, you identify and recruit professional women (and some men, too) to the Tech sHeroes team.
 Responsibilities include:

- Work with the Program Director to define traits of the ideal mentor and prepare a plan to recruit her
- Work with the Director of School Partnerships to coordinate recruitment efforts relative to sch
- ool locations (i.e. mentors aren't traveling across the city to attend meetings)
- Serve as a spokesperson for the Tech sHeroes experience, accurately communicating the commitments, expectations, rewards, and impact of involvement
- Initiate and nurture relationships with key people in mission-aligned organizations, including area technology companies and colleges

CoderDojoKC Leadership Roles

Program Director

The program director is responsible for coordinating, managing, and running CoderDojoKC program. This is a technical/speaking/public facing role. Responsibilities include:

- Running sessions
- Bringing session materials: worksheets, photo permission slips, stickers, water
- Checking out and bringing laptops, hotspots, and other tech from KCWiT registry
- Overseeing or delegating promotion and marketing of program
- Recruiting/onboarding volunteers, mentors, & new leadership

Program Co-Director

The program co-director is responsible for assisting in coordinating, managing, and running CoderDojoKC program. This is a more administrative role. Responsibilities include:

- Assisting in running sessions
- Coordinating with Venue for space usage
- Ensuring volunteer reminder calendar events/emails go out
- Responding to email questions in 48 hours
- Managing Eventbrite orders/cancellations/waitlist
- Updating the website with eventbrite button, & other various requests
- Creating ticket types for community partners(BBBS, etc)

Curriculum Director

The curriculum director is responsible for creating monthly projects and samples around themes. Responsibilities include:

- Creating monthly projects samples in scratch and web-based code
- Update the today page on website with monthly project information
- Check in projects for presenting: vetting projects, add them to Scratch gallery, and to mentor evaluation form
- Coordinate Scratch telephone game

Skill Mastery Director

The skill mastery director is responsible for overseeing skill mastery requirements & awarding of skill mastery badges. Responsibilities include:

- Updating skill mastery requirements
- Reviewing skill mastery projects for awards
- Helping showcase skills during mastery presentations

- Assisting with monthly project concept
- Creating progression hooks and paths for attendees
- Awarding Skill Mastery Badges with much pomp & circumstances

Mentor Director

The mentor director is responsible for recruiting, communicating with, and managing adult and junior mentors. Responsibilities include:

- Sending monthly reminder emails to mentor mailing list
- Sending warm intro to new mentors on mailing list
- Onboard new mentors
- Track mentor attendance
- Oversee junior mentor program
- Report mentor statistics to Program Mentor Coordinator

Coding & Cupcakes Leadership Roles

Program Director

The program director is responsible for coordinating, managing, and running Coding & Cupcakes program. This is a technical/speaking/public facing role. Responsibilities include:

- Running sessions
- Bringing session materials: worksheets, photo permission slips, stickers, cupcakes, water
- Checking out and bringing laptops, hotspots, and other tech from KCWiT registry
- Overseeing or delegating promotion and marketing of program
- Recruiting/onboarding volunteers
- Modifying curriculum as needed/integrate hardware tech(LittleBits, Jewelbots)

Program Co-Director

The program co-director is responsible for coordinating, managing, and running Coding & Cupcakes program. This is a more administrative role. Responsibilities include:

- Assisting in running sessions
- Coordinating with Venue for space usage
- Ensuring volunteer reminder calendar events/emails go out
- Responding to email questions in 48 hours
- Managing Eventbrite orders/cancellations/waitlist
- Placing cupcake order 4 days in advance:
  - Babycakes - 6 dozen minis: chocolate, vanilla, red velvet, strawberry, carrot cake, seasonal flavor
- Updating the website
- Creating ticket types and discount codes for community partners(BBBS, etc)

Mentor Director

The mentor director is responsible for recruiting, communicating with, and managing adult and junior mentors. Responsibilities include:

- Sending monthly reminder emails to mentor mailing list
- Sending warm intro to new mentors on mailing list
- Onboard new mentors

- Track mentor attendance
- Oversee junior mentor program
- Report mentor statistics to Program Mentor Coordinator

Coding & Cocktails Leadership Roles

Program Director

The program director is responsible for coordinating, managing, and running Coding & Cocktails program. This is a speaking/public facing role. Responsibilities include:
- Running sessions
- Coordinating with bartender, Laura, to purchase supplies
- Bringing session materials: worksheets, photo permission slips, stickers, decor, water
- Checking out and bringing laptops, hotspots, and other tech from KCWiT registry
- Recruiting/onboarding volunteers
- Modify/create curriculum as needed

Program Co-Director

The program co-director is responsible for coordinating, managing, and running Coding & Cocktails program. This is a more administrative role. Responsibilities include:
- Assisting in running sessions
- Coordinating with the Nerdery for space usage
- Responding to email questions in 48 hours
- Managing Eventbrite orders/cancellations/waitlist
- Ensuring volunteer reminder calendar events/emails go out
- Promoting/marketing program
- Updating the website

Curriculum Director

The curriculum director is responsible for creating and updating monthly curriculum and worksheets. Responsibilities include:
- Creating monthly projects samples in scratch and web-based code
- Update the today page on website with monthly project information
- Check in projects for presenting: vetting projects, add them to Scratch gallery, and to mentor evaluation form
- Coordinate Scratch telephone game

Mentor Director

The mentor director is responsible for recruiting, communicating with, and managing mentors. Responsibilities include:
- Sending monthly reminder emails to mentor mailing list
- Sending warm intro to new mentors on mailing list
- Onboard new mentors
- Track mentor attendance
- Report mentor statistics to Program Mentor Coordinator