

Job Title: Conference + Awards Lead - Central Committee
Reports To: Co-Chairs
Position Type: Central Committee - Volunteer

Level of Commitment:

3 hours per week (more leading up to the event), plus Conference and Awards Committee meetings 1.5hrs per month (more leading up to the event), 2-hour Central Committee Meeting per month, AGM and Annual Strategy Day,

Purpose of the position:

To coordinate and manage the delivery of the annual Conference and Awards events, including event theming, speaker selection and scheduling, coordination of award categories, nominees and judging. These two events aim to raise the profile and inspire women in tech [+] in WA and generate enough revenue to fund other key WITWA initiatives and staffing.

Why volunteer at WITWA?

WITWA is entering an exciting period of growth, and we are seeking a skilled Cyber Security professional to join our central committee and be part of this journey.

As well as being a key cog in driving a positive social impact for gender equality across WA, you will also benefit from a support network of 25+ WITWA volunteers to learn from, be championed by, and share your knowledge with. Welcome to your very own personal cheer squad!

WITWA facilitates industry connections for all its subscribers, and as a WITWA volunteer, you will have first-hand access to meeting some incredible people in our community.

If that's not enough, you also benefit from free tickets to the TechXchange Events, free tickets to the WITWA [+] Conference, and free tickets to the WITWA Tech [+] Awards

What are we looking for you to take responsibility for?

The successful applicant will:

1. Lead and coordinate a sub-committee to brainstorm and then organise:
 - . The Annual Conference – including subject theming, speaker selection, session format and timing, etc.- ensures that the event not only inspires our delegates but promotes the values of WITWA and continues to create a community. This will also include liaising with our Partnerships team to ensure sponsors are satisfied, and sponsorship outcomes are delivered.
 - . The WITWA Tech [+] Awards and Awards Night – including revising and refining award categories as required, promoting and supporting award nominations, managing the award nominations (including platform management, judging etc.), and finalising award winners, including selection, trophies, presentations etc
2. Collaborate with the central committee to ensure the Conference and Awards continue to address key issues, raising awareness and support in our community and ensuring they remain fresh and relevant.

Who are we looking to appoint?

As a member of the Central Committee, you will bring to the table:

- Experience in policy/process development and maintenance
- Experience in an advisory/consultant capacity
- Strong collaboration and problem-solving skills
- Ability to prepare papers, business cases and recommendations
- Experience leading teams to deliver to deadlines and critical milestones
- Ability to create safe spaces to share ideas and ensure all voices are heard
- Calmness under pressure
- Budgeting and forecasting skills
- Commercial acumen
- A willingness to apply for the AICD scholarship for NFP Board Foundations (2-day commitment) within a year of appointment - <https://www.aicd.com.au/courses-and-programs/scholarships.html>, if an AICD accreditation is not already held

We at WiTWA are committed to promoting diversity and inclusion in the tech industry. We believe that having a diverse range of perspectives on our board is essential to achieving this goal. We welcome and encourage women of all backgrounds and experiences to apply, including women of colour and First Nations women, as we recognise the unique challenges and perspectives they bring to the table and feel these perspectives are an essential part of shaping the strategic direction of WiTWA. We also welcome applications from young professionals passionate about gender equality in the tech industry. We recognise the unique perspectives and ideas that early career representation brings to forming our future and encourage them to apply.

By bringing together individuals from different backgrounds and experiences, we can better represent and support ALL women within our community. Therefore, we invite all qualified and passionate candidates to apply, regardless of gender, ethnicity, or cultural background. We value diversity and inclusivity, and we look forward to building a solid and inclusive board that reflects the values and aspirations of our organisation.