



MEMBERSHIP COMMITTEE

MEMBERSHIP COMMITTEE CHAIR

VISION

Build a sustainable network of female leaders through targeted recruitment and retention activities, while engaging with our members to remain relevant to their current and future career paths

CHARTER

Provide an informative, pleasant enrollment and renewal experience for our members while acting as a resource to help members navigate through the organization to maximize their membership so they may leverage the talent and tenure of our member network as the “Go-To” within the industry

PRIMARY DUTIES AND RESPONSIBILITIES *including the following, other duties may be assigned:*

- Increase membership through soliciting, networking and industry outreach
- Identify, target and recruit females as categorized PWH Membership in collaboration with PWH Board and other committees
- Evaluate new markets for PWH to pursue to achieve membership growth goals, and develop a strategy to pursue and penetrate identified markets
- Collaborate with PWH committees to retain existing members, including providing channels for feedback for new members (as the first year of membership is critical)
- Oversee the charter of the committee, providing direction to the committee, and participate on the Board and Executive Board to help establish the direction and plan for PWH as a whole
- Recruit and vet the VC's, producing direction to the VC's, assisting VC's in committee personnel selection, and supporting the VC's and subcommittees where necessary
- Responsible for identifying and recommending changes within the committees as needed as PWH grows and/or needs change
- Schedule monthly or more frequent committee meetings
- Take committee meeting minutes and posting to the PWH drop box
- Provide agenda for monthly committee calls
- Engage support from employer

TIME COMMITMENTS

- Attend PWH Board Meetings
 - January
 - August
- Approximately 10 hours per month