



MEMBERSHIP COMMITTEE

VICE CHAIR OF REGIONAL EVENTS

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:*

- Assist in the planning, hosting and managing of live events
- Provide Event Planner an event checklist and guidance to Regional Directors for regional events
- Join regional brainstorming calls to assist in developing a strategy for venue and event ideas, and assist in planning for a successful event
- Assist Chair in recruiting Regional Directors to grow regional meetings, membership and sub-committees where needed
- Support CPC in ways to grow the membership and regional goals for events within our Corporate Partners
- Work with PWH Executive Director and other committees to create new and effective ways of increasing registrations and attendance for events
- Oversee the role of their sub-committee
- Identify committee members
- Schedule monthly calls, or as needed, with committee members
- Communicate status, issues and successes with Committee Chair
- Work with Committee Chair to establish SOP's as required by PWH if not currently in place
- Attend committee calls
- Abide by and promote the PWH mission and core values
- Engage support from employer

TIME COMMITMENTS

- Attend PWH Board Meetings
 - January
 - August
- Approximately 4-5 hours per month