



PROFESSIONAL DEVELOPMENT COMMITTEE

PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR

VISION

Provide professional development opportunities and education for our members, empowering women in our industry to lead and succeed

CHARTER

Expand and provide professional development opportunities through educational content, engagement and leadership training programs, building a network for our members to learn and be successful in their career paths while enhancing the PWH® brand as a significant resource in our industry

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

- Provide quality educational resources, including opportunities for distance education and training, webinars and communication relating to professional growth, leadership and industry news, to our members and corporate partners
- Work closely with Summit Oversight to choose summit speakers and topics while overseeing select summit programming tasks and program development for the annual PWH® Leadership Summit
- Strategically partner with other organizations that offer educational program to both aspiring and executive leaders so that together we create a future of a healthcare industry equally led by women
- Provide our corporate and individual members with a strong ROI on all educational programs and solutions as the “go to resource” for our industry
- 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, provide direction to the VC's, assist the VC's in committee personnel selection, and support the VC's and subcommittees where necessary
- Identify and recommend changes within the committee as needed as PWH® grows and/or needs change
- Schedule monthly or more frequent committee meetings
- Take committee meeting minutes and post to the PWH® drop box
- Provide agenda for monthly committee calls
- Engage support from employer

TIME COMMITMENTS

- Attend PWH® Board Meetings
 - January
 - August
- Approximately 4-6 hours per month