



## **PROFESSIONAL DEVELOPMENT COMMITTEE**

### **VICE CHAIR OF INNOVATION AND EDUCATION**

#### **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:*

- Schedule a monthly conference call with members to discuss and evaluate leadership programs
- Work with PDC committees and other committees to understand the needs of members and secondly, to promote the programs to our membership
- Create, implement and evaluate online leadership programs based on research finding, membership needs and cost
- Provide input to the PDC Chair for potential new venues for leadership development to enhance the educational experiences and offering for our members based on PWH strategy and approval by the board
- Work with finance to identify expenses, income and record the net profit (or loss) for each program
- Communicate with members to answer questions about leadership programs offered
- Explore new programs and develop/manage new product offerings as the PDC continues to enhance its product offerings
- Oversee the role of their sub-committee
- Identify committee members and their roles
- 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 monthly committee calls
- Engage support from employer

## **TIME COMMITMENTS**

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