



PROFESSIONAL DEVELOPMENT COMMITTEE

VICE CHAIR OF WEBINARS

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:*

- Plan monthly conference call with members so that program planners and event champions can evaluate past performance and report on upcoming plans and events
- Plan and execute, as part of the broader PDC team, 10-11 webinars during the calendar year focusing on current industry issues and effective leadership
- Recruit and manage a team of program planners who will identify a topic and a speaker, send out a commitment notice (agreement) and establish a budget for each webinar
- Recruit and manage a team of logistics planner, and/or work with the PWH Executive Director, who will handle the logistics of the call/webinar, coordinate with the speaker, any meetings and manage operation issues related to the scheduled webinar
- Work with finance to identify expenses, income and record the net profit (or loss) for each event
- Work with the other PDC committees and the CPC committee to first, understand the needs of the members, and secondly, to promote the webinars
- 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

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- Webinars will fall into three categories:
 - Career/professional
 - Leadership-both aspiring and executive track, and
 - Industry
- Provide input to the PDC Chair for potential new venues for leadership development to enhance the educational experiences and offerings for our members based on PWH strategy and approval by the Board
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- Abide by and promote the PWH mission and core values
- Engage support from employer

TIME COMMITMENTS

- Attend PWH® Board Meetings
 - January
 - August
- Approximately 8-10 hours per month