



EXECUTIVE BOARD MEMBER

SECRETARY

VISION

A healthcare industry equally led by women

CHARTER

Professional Women in Healthcare is an organization dedicated to ongoing development for women in the healthcare businesses. We are a volunteer-led member organization providing a national voice and progressive leadership for women in healthcare manufacturing and distribution industries. Our mission is to empower women to lead and succeed.

Our goal is to reach all women in our industry and empower them in their personal and professional lives. We want to create a viable network of women and men to whom women can reach for professional development through mentoring. We want to provide educational venues that encourage networking and create opportunities for development. Our goal is to leave our industry better than we found it for the women who follow.

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

- The Secretary shall provide support to the Chair, as it relates to Board meeting planning and execution, as well as, Executive Conference, Streamlining Healthcare, PWH® Leadership Summit and all other PWH® meetings
- The Secretary shall act as Board Meeting Facilitator, to ensure adherence to the agenda timeline, clarity of objectives, goals achieved and ensure successful outcome
- Engage support from employer

TIME COMMITMENTS

- Attend PWH® Board Meetings
 - January
 - August
 - Annual Meeting at HIDA
 - HIDA Executive Conference
- Approximately 10 hours per month