



EXECUTIVE BOARD MEMBER

TREASURER

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 Treasurer shall collect all dues and other monies from Members and others
- The Treasurer shall keep an account of all monies received and expended for the use of the Corporation, shall make disbursements authorized by the Board of Directors, and shall make a report at each Board meeting, at the annual meeting of the Members, and when called upon by the Chair
- The Board of Directors may inspect and verify the funds, books and vouchers of the Treasurer at any time
- At the expiration of her term of office, the Treasurer shall deliver to the incoming Treasurer all books, monies, and other property, or in the absence of an incoming Treasurer, to the Chair
- The Treasurer and any other individuals who are responsible for the signing of checks on behalf of the Corporation must be properly bonded by an authorized bonding agency
- Engage support from employer

TIME COMMITMENTS

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