



STRATEGIC OVERSIGHT COMMITTEE

VICE CHAIR OF STRATEGY MANAGEMENT

VISION

Ensure sustainability of the PWH organization

CHARTER

Review and recommend new initiatives including analyzing new program feasibility and strategic alliances to grow the organization and increase member value. Work across PWH committees to develop and leverage best practices across the organization. Provide ad-hoc support and guidance to the Committees and Board as needed

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

- Maintain consistency between committees, as well as follows up on each committee's progress towards goals, to continue the progress achieved at the Winter and Summer Board Meetings, during which many goals and needs are identified
- Responsible for ensuring the committee chairs and their committee members have the support and resources they require to achieve their Strategic Plan goals and individual committee goals
- Ensure that job descriptions are created or updated, as changes occur with committees, as well as work with each committee to develop appropriate SOP's and other pertinent documentation to support the organization.
- Ensures that the committee chairs follow established procedure, for the appointment of new VC's
- Follow up with each committee chair and their committee members on a consistent basis, as to progress to their goals, and establish and ensure timelines are achieved.
- Responsible for ensuring updated information is added to the website, on behalf of each committee
- Oversee the role of their sub-committee
- Identify committee members
- 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
- Gain knowledge of all committees and an overall understanding of the PWH organization
- Be instrumental in helping grow and develop an organization, working from all levels and applying those skills to professional development and future goals
- Achieve a higher profile in the organization and industry
- Work with SOC Chair and other Chairs to identify future opportunities within the organization
- Attend committee calls
- Abide by and promote the PWH mission and core values
- Engage support from employer

TIME COMMITMENTS

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