



## **PWH EXECUTIVE CHAIR**

### **1) VISION:**

- i) A Healthcare Industry equally led by Women

### **2) CHARTER:**

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

### **3) PRIMARY DUTIES AND RESPONSIBILITIES** include the following other duties may be assigned:

- i) The Chairwoman serves as chief executive of Professional Women in Healthcare (PWH) and, in partnership with the Board, is responsible for the success of PWH
- ii) Together, the Board and Chairwoman assure PWH's relevance to the Industry, the accomplishment of PWH's mission (Empowering Women to Lead and Succeed) and vision (A healthcare industry equally led by women), and the accountability of PWH to its Members
- iii) The Board delegates responsibility for management and day-to-day operations to the Chairwoman, and she has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board and the bylaws of the organization
- iv) Helps the Board determine PWH's values, mission, vision, and short and long-term goals
- v) Serves as chief spokeswoman for PWH, assuring proper representation of PWH to the
- vi) Industry
- vii) Initiates, develops, and maintains cooperative relationships with key industry associations (HIDA, HMMC) and industry professionals.
- viii) Helps the Board monitor and evaluate PWH'S relevancy to the industry, corporate partners and the members it serves

- ix) Keeps the Board fully informed on the condition of PWH and on all the important factors
- x) influencing it
- xi) Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and, facilitates discussion and deliberation
- xii) Informs the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making and recommends policy positions
- xiii) Assures that PWH operates according to the by-laws set by the organization and voted on by its members
- xiv) Provides general oversight of all activities and assures a smoothly functioning, efficient organization
- xv) Assures a work environment that recruits, retains and supports
- xvi) volunteers and staff
  - (a) Assures process for selecting, development, motivating, and evaluating staff
  - (b) and volunteers
- xvii) Recommends staffing and financing to the Board of Directors. In accordance with Board
- xviii) action and bylaws
- xix) Specifies accountabilities for the Chair Elect and Committee Chairs and evaluates performance.
- xx) Supports a PWH perspective when analyzing situations and making decisions using various approaches that involve different levels of the organization, corporate partners and members
- xxi) Fosters a climate that challenges others to think laterally
- xxii) Cultivates diverse thinking and encourages a broad range of experiences
- xxiii) Shows connections between individual accountabilities, team objectives, and organizational vision and strategies
- xxiv) Balances the demands of centralization with the needs of subsidiaries
- xxv) Schedule monthly or more frequent Leadership meeting
- xxvi) Provide agenda for monthly calls and quarterly meetings
- xxvii) Attend PWH Board Meetings
  - (a) December/January
  - (b) June/July
  - (c) Annual Meeting, at HIDA
  - (d) Spring at the HIDA Executive Conference
- xxviii) Support from employer
- xxix) Time Commitment:

(a) 20 hours per month