



MEMBERSHIP COMMITTEE CHAIR

1) VISION:

- i) Build a sustainable network of female leaders through targeted recruitment and retention activities, while engaging with our members to remain relevant to their current and future career paths

2) CHARTER:

- i) Provide an informative, pleasant enrollment and renewal experience for our members while acting as a resource to help members navigate through the organization to maximize their membership so they may leverage the talent and tenure of our member network as the “Go To” within our industry

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

- i) Increasing membership through soliciting, networking and industry outreach
- ii) Identifying, targeting and Recruiting females categorized PWH Membership in collaboration with PWH board and other committees
- iii) Evaluating new markets for PWH to pursue in order to achieve membership growth goals, and developing a strategy to pursue and penetrate identified markets
- iv) Collaborating with PWH committees to retain existing members, including providing channels for feedback for new members (as the first year of membership is critical)
- v) Oversee the charter of the committee, providing direction to the committee, and participating on the Board and Executive Board to help establish the direction and plan for PWH as a whole
- vi) Recruit and vet the VCs, providing direction to the VCs, assisting VCs in committee personnel selection, and supporting the VCs and subcommittees where necessary
- vii) Responsible for identifying and recommending changes within the committee as needed as PWH grows and/or needs change
- viii) Schedule monthly or more frequent committee meetings
- ix) Take committee meeting minutes and posting to the PWH drop box.

- x) Provide agenda for monthly committee calls

- xi) Attend PWH Board Meetings
 - (a) December/January
 - (b) June/July
 - (c) Annual Meeting, at HIDA
 - (d) Spring at the HIDA Executive Conference

- xii) Engage support from employer

- xiii) Time Commitment:
 - (a) 10 hours per month