



## **MEMBERSHIP COMMITTEE**

### **VICE CHAIR RECRUITMENT**

#### **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) Identifies targets and recruits females who are potential leaders within the health care sectors
- ii) Frequent collaboration with Vice Chairs of Retention and GPO recruitment. Prepares quarterly updates for Marketing Chair to report to PWH board
- iii) Actively network and provide recommendations to the Membership Chair and PWH Board for consideration of members from traditional and non-traditional health care settings
- iv) Collaborates with the Membership Chair and Marketing Chair to create tools needed for recruiting new members
- v) All committee VCs are expected to:
  - (a) Oversee the role of their subcommittee
  - (b) Identify committee members
  - (c) Schedule monthly calls, or as needed, with committee members
  - (d) Communicate status, issues and successes with Committee Chair
  - (e) VCs need to work with committee chair to establish SOPs as required by PWH if not currently in place

(f) Attend monthly committee calls

(g) Attend PWH Board Meetings (encouraged but not required of VCs)

1. December/January

2. June/July

3. Annual Meeting, at HIDA

4. Spring at the HIDA Executive Conference

(ii) Engage support from employer

(h) Abide by and promote the PWH mission and core values

vi) Time commitments:

(a) Approximately 1-3 hours/month