



## **MEMBERSHIP COMMITTEE**

### **VICE CHAIR ORGANIZATIONAL OUTREACH**

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

- i) Lead the Organizational Outreach Sub-committee
- ii) Become the liaison between Membership Committee (MC) and other PWH Committees
- iii) Collaborate with Committee Chair, Vice Chairs and sub-committee members

-Collaborate with PWH committees to ensure that MC is aware of new and upcoming initiatives/offerings for new and existing members

-Work with sub-committee and VC of Member Engagement to communicate relevant information to new members during onboarding process

-Work with sub-committee and VC of Member Engagement to communicate relevant information to existing members as part of the Buddy Program

-Identify opportunities for PWH members to become further engaged in our offerings by working with VC of Member Engagement Sub-Committee

### **SKILLS NEEDED**

- (i) Leadership Skills to lead and support committee members
- (ii) Possess extensive knowledge of new and existing programs/events initiated by other PWH committees
- (iii) Presentation skills to able to present during Board Meetings or wherever necessary

### **DUTIES AND RESPONSIBILITIES**

- (i) Ensure that the list of events and contacts from Regional Committee is updated and readily available
- (ii) Ensure that the list of mentoring opportunities and events from Mentoring Committee is updated and readily available
- (iii) Ensure that the list of professional development programs and social media engagement opps from Professional Development Committee is updated and available
- (iv) When necessary, be available for a call when 1:1 or group onboarding presentation is requested
- (v) Communicate status, issues, success with Chair and other VCs within the Membership Committee during bi-monthly calls

### **TIME COMMITMENT**

30mins-1 hr monthly for sub-committee calls (to be determined by project workload)

30mins-1hr bi-monthly for committee calls with VCs and Chair for status updates

30mins -1 hour (monthly or quarterly) to update lists of current offerings, including communication activities with other PWH committee Chairs/VCs

5-8 hours to develop SOPs for sub-committee (ongoing)

2-4 hours ad hoc support

**Approximately 20-36 hrs Yearly, and as needed.**

This is a Board Position, there will be additional time commitment involved as a PWH board member.