



## **PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR**

### **1) VISION:**

- i) Provide professional development opportunities through mentoring, education, and networking for our members and their companies, to provide outstanding business results

### **2) CHARTER:**

- i) To provide quality educational experiences, programs and resources (including opportunities for networking, mentoring and a variety of career and industry training) to our members and corporate partners and be recognized as the “Go to Resource” for our industry

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

- i) To provide quality educational resources (including opportunities for networking, mentoring and a variety of career and industry training) to our members and corporate partners
- ii) To strategically partner with other organizations that offer educational programs to both aspiring and executive leaders so that together we create a future of a healthcare industry equally led by women
- iii) Provide our corporate and individual members with a strong ROI on all educational programs and solutions as the “Go to Resource” for our industry
- iv) 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
- v) Recruit and vet the VCs, providing direction to the VCs, assisting VCs in committee personnel selection, and supporting the VCs and subcommittees where necessary
- vi) Identify and recommend changes within the committee as needed as PWH grows and/or needs change.
- vii) Identify emerging trends and conduct needs analyses that offer opportunities for new programming and/or technology for creating and communicating content to PWH members (i.e., blogs, podcasts, etc.)

- 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

Must haves - Conflict resolution, leadership qualities, mentoring of committee members, communication skills, collaboration with other committees, organization skills, passion for the job, inspire and influence others