



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