



PROFESSIONAL DEVELOPMENT COMMITTEE CHAIR

1) VISION:

- i) Provide professional development opportunities and education for our members, empowering women in our industry to lead and succeed.

2) CHARTER:

- i) Expand and provide professional development opportunities through educational content, engagement and leadership training programs, building a network for our members to learn and be successful in their career paths while enhancing the PWH brand as a significant resource in our industry.

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

- i) To provide quality educational resources, including opportunities for distance education and training, webinars and communication relating to professional growth, leadership and industry news, to our members and corporate partners
- ii) Work closely with Summit Oversight to choose summit speakers and topics while overseeing select summit programming tasks and program development for the annual PWH Leadership Summit.
- iii) 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
- iv) Provide our corporate and individual members with a strong ROI on all educational programs and solutions as the "Go to Resource" for our industry
- 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) Identify and recommend 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) 25 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