



PROFESSIONAL DEVELOPMENT COMMITTEE

VICE CHAIR INNOVATION AND EDUCATION

1) VISION:

- i) Develop leadership program opportunities and innovative products to empower women within our industry to lead and succeed.

2) CHARTER:

- i) Provide distance education leadership program opportunities to improve career growth and promote engaged learning while enhancing the PWH brand as a significant resource in our industry.
- ii) Responsible for the incubation of new program exploration, product development and new program management to grow educational opportunities, delivering quality education and training

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

- i) Schedule a monthly conference call with members to discuss and evaluate leadership programs
- ii) Work with the PDC committees and other committees to understand the needs of members and secondly, to promote the programs to our membership
- iii) Create, implement and evaluate online leadership programs based on research findings, membership needs and cost
- iv) Provide input to the PDC Chair for potential new venues for leadership development to enhance the educational experiences and offerings for our members based on PWH strategy and approval by the board
- v) Work with finance to identify expenses, income and record the net profit (or loss) for each program
- vi) Communicate with members to answer questions about leadership programs offered
- vii) Explore new programs and develop/manage new product offerings as the PDC continues to enhance its product offerings

viii) All committee VCs are expected to:

- (a) Oversee the role of their subcommittee
- (b) Identify committee members and their roles
- (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
- (h) Engage support from employer
- (i) Abide by and promote the PWH mission and core values

ix) Time commitments:

- (a) Approximately 4-5 hours/month