



## **PROFESSIONAL DEVELOPMENT COMMITTEE**

### **VICE CHAIR NEWSLETTER AND WEBINARS**

#### **1) VISION:**

- i) Provide educational content and interactive discussion opportunities to empower women within our industry to lead and succeed.

#### **2) CHARTER:**

- i) Develop educational content for the PWH newsletter to enhance career growth and empower women in their personal and professional lives.
- ii) Increase member participation by providing interactive webinars that allow members to learn and engage in conversations about current industry issues and effective leadership 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) Planning a monthly conference call with members so that program planners and event champions can evaluate past performance and report on upcoming plans and events
- ii) Planning and executing, as a part of the broader PDC team, 8-12 teleseminars/webinars during the calendar year focusing on current industry issues and effective leadership
- iii) Recruiting and managing a team of program planners who will identify a topic and a speaker, send out a commitment notice (agreement) and establish a budget for each webinar.
- iv) Recruiting and managing a team of logistics planners, and/or working with the PWH Executive Director, who will handle the logistics of the call/webinar, coordinate the speaker, FUZE meeting and manage any operational issues related to the scheduled webinar
- v) Work with finance to identify expenses, income and record the net profit (or loss) for each event

- vi) Work with the other PDC committees and the corporate partnership committees to first, understand the needs of members and secondly, to promote the webinars
- vii) Webinars will fall into three categories 1) career/professional 2) leadership-both aspiring leader and executive track and, 3) industry
- viii) Work with PDC Committee and other committee members to develop content for quarterly newsletter
- ix) Align newsletter content with PWH programs and other communication platforms such as the PWH blog
- x) 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
- xi) 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
- xii) Time commitments:
  - (a) Approximately 8-10 hours/month