<table>
<thead>
<tr>
<th><strong>Position Profile:</strong></th>
<th><strong>WIB National Webinar Committee Leaders</strong></th>
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<td>WIB is committed to encouraging and promoting women from all backgrounds and career levels across the life sciences continuum via networking events, professional development programs, seminars, workshops, and educational programs. WIB creates connections, encourages entrepreneurship, and provides women with the tools to reach the highest positions of influence and responsibility within the life sciences industry.</td>
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<tr>
<td><strong>Our Mission:</strong> WIB is a multifaceted organization of professionals committed to promoting the careers, leadership, and entrepreneurship of all women in the life sciences.</td>
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The WIB National Webinar Committee is one of the most important and exciting parts of the organization. The National Webinar Leaders work closely with the National Program Chair to help direct both the National Webinars and Special Events. The role is responsible for overseeing National Events, assisting with content, and identifying speakers for WIB’s National programming.

The Webinar Leaders are expected to abide by WIB’s bylaws, policies, and Code of Conduct. They must respect fellow volunteers and work collaboratively with the other leaders within their sub-committee.

**Term:** Minimum of one year, maximum two years.

**Responsibilities (working in consultation with National Program Chair):**

- Co-lead monthly National Webinar/Special Event, helping with any of the following:
  - Help create and facilitate the annual survey of possible webinar topics
  - Moderate at least two National Webinars during the year
  - Solicit the participation of dynamic speakers
  - Help with logistics the day of the National Event
- Establish routine touchpoints with National Programming Chairs.
- Provide training and guidance to Chapters who struggle hosting successful events
- Collaborate with National Leadership to develop appropriate, desirable, cutting-edge program content
- Develop and implement strategies to increase the diversity of speakers
- Attend monthly National Committee Leader call and establish a working relationship with other National Committee Chairs/Vice Chairs and WIB staff
- Maintain familiarity with National WIB policies and guidelines
- Guide and train committee members and ensure succession planning for the committee

**Requirements:**

- WIB member for at least one year, in good standing with the organization
- Exceptional in time management and project management
- Previous experience planning networking and content-based events at the Chapter level
- Familiarity with virtual programming, including online meeting platforms (i.e., Zoom) is a plus
- Comfortable collaborating with other committee members