Position Profile: WIB National MAPS Vice Chair

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.

Our Mission

WIB is a multifaceted organization of professionals committed to promoting the careers, leadership, and entrepreneurship of women in the life sciences.

MAPS (Mentorship, Advisors, Peers, and Sponsorship) programming for Women In Bio (WIB) encompasses several pillars of our mission: educating and engaging with the ultimate goal of advancing women's opportunities in life sciences. The MAPS Vice Chair works closely with the National MAPS Chair to create and guide the formation of virtual MAPS (vMAPS) groups and assists chapters in rolling out local MAPS Initiatives. The position also provides oversight to the Executive MAPS (eMAPS) the Entrepreneur Center Chairs.

The Vice Chair is 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; must serve at least one year as Vice Chair before the transition to Chair role

Responsibilities (working in consultation with National MAPS Chair):

- Co-lead monthly MAPS Committee Leader calls and distribute minutes within one week of the call; ensure robust attendance from chapter-level MAPS Chairs/Vice Chairs
- Establish routine touchpoints with individual Chapter MAPS volunteer leaders; minimally two (2) calls/year.
- Create and maintain a document that outlines the various MAPS Initiatives (Mentoring Circles, 1:1 mentoring, MAPS University (MAPS-U), eMAPS, and Entrepreneur Center); work with Chapters to maintain up-to-date information on available local Initiatives
- Design and execute events for National MAPS; recruit speakers; coordinate with National Program Chair on mentorship-themed events
- Engage in sponsorship outreach on the suite of MAPS Initiatives; handoff leads to the WIB Executive Director
- Coordinate high-quality, six-month vMAPS cohorts for members residing outside of WIB Chapters.
- Actively work with chapters on strategies to recruit and retain mentors and group leaders
- Develop and execute strategies to market various MAPS Initiatives and create a strong, clearly defined brand for each Initiative, including describing value-add for WIB membership
- Facilitate training for new Chapter committee members with assistance from National staff
- 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
- Serve as a link between National and Chapters
- Reinforce collaboration with other organizations while maintaining differentiating message
- Promote outreach to the life sciences community at large
- 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
- Passionate about promoting women’s careers through WIB’s high-quality mentoring programs and “continuity of support” resources
- Exceptional at building relationships between chapters to create an open dialogue on best practices for recruiting and retaining volunteers to serve on the MAPS committee both at the National and local level
- Comfortable leading large cross-sectional teams and effectively guide mentorship initiatives for WIB across all chapters
- Experience with WIB mentorship program(s) at the local level
- Experience in developing and growing leaders is a plus