Position Profile: **WIB National Membership 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.

The National Membership Vice Chair works closely with the National Membership Chair to develop long-term strategies to increase overall WIB membership numbers, increase member retention, and diversify the demographics of WIB members. Additionally, the Vice Chair works with the Chair of this committee to enhance the networking and educational value of WIB membership, collecting and analyzing data on membership to establish metrics for the organization.

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 Membership Chair):**

- Co-lead monthly Membership Committee Leader calls and distribute minutes within **one week** of the call; ensure robust attendance from chapter-level Membership Chairs/Vice Chairs.
- Establish routine touchpoints with individual chapter membership volunteer leaders; minimally two (2) calls/year.
- Drive efforts for Chapters to reach memberships goals (i.e., 10% annual increase or other metric set by WIB National)
- Inform Chapters of membership drive initiatives, assist in developing an implementation strategy locally
- Collaborate with WIB National disseminate and analyze Chapter’s monthly membership statistics
- Develop and implement strategies to increase membership recruitment and retention efforts
- Develop and implement strategies to increase the diversity of the WIB membership pool
- Track organizational membership metrics through standard reporting tools
- Act as brand-ambassadors of WIB’s continuity of support mission
- Provide best practices for Chapter membership committees to reach membership target
- 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
- Exceptional at building relationships between chapters to create an open dialogue on best practices for recruiting and retaining members
- Comfortable leading large cross-sectional teams and effectively guide membership initiatives for WIB across all chapters
- Experience with Excel (i.e., development of macros) and large dataset analysis is a plus
- Experience in developing and growing leaders is a plus