Position Profile: WIB National Program 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 WIB Program Committee is one of the most active and exciting parts of the organization. The National Program Vice Chair works closely with the National Program Chair to oversee and direct both the National Program Sub-Committees (Webinars and Special Events) and the Chapter Programs Committees. The National Program Vice Chair is responsible for overseeing National and local networking and content-based events for WIB. This committee is responsible for creating the WIB member experience, including event content, planning event logistics, and securing venues/liaise with sponsor venues during event planning.

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 Program Chair):

- Co-lead monthly Program Committee Leader calls and distribute minutes within one week of the call; ensure robust attendance from chapter-level Program Chairs/Vice Chairs
- Establish routine touchpoints with individual National Subcommittee and Chapter Program volunteer leaders; minimally two (2) calls/year
- Provide oversight on Chapter event requirement; ensure the Chapters follow event guidelines and policies
- Provide training and guidance to Chapters who struggle to meet annual WIB event minimum (i.e., ten (10) events, two of which can be National Webinars and two that are networking-only)
- Collaborate with National Leadership to develop appropriate, desirable, cutting-edge program content
- Develop and implement strategies to increase the diversity of speakers, assist WIB staff in maintaining speaker request form
- Provide oversight on current policies and develops recommendations on new Program policies, as needed, to National WIB
- Encourage collaboration between Chapters on virtual events and assist in establishing partnership opportunities for Chapters.
- 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 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
- Exceptional at building relationships between chapters to create an open dialogue on best practices for developing engaging and educational content for members
- Comfortable leading large cross-sectional teams and effectively guide programming initiatives across WIB
- Experience in developing and growing leaders is a plus