**Position Profile:**  WIB National YWIB 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.

Young Women In Bio (YWIB) gives girls today the inspiration and support they need to become tomorrow’s leaders in science, technology, engineering, and math (STEM). YWIB strives to provide educational and hands-on STEM experiences to instill passion in middle and high school-aged girls through mentoring, hands-on activities, and field trips. The National YWIB Vice Chair works closely with the National YWIB Chair and other members of the National YWIB Team (WIB Senior Program Manager, and YWIB Programs and YWIB Communications Chairs) to provide leadership for National and Chapter YWIB initiatives.

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 YWIB Chair):**

- Co-lead monthly YWIB Committee Leader calls and distribute minutes within **one week** of the call; ensure robust attendance from chapter-level YWIB volunteer leaders.
- Establish routine touchpoints with individual Chapter YWIB volunteer leaders; minimally two (2) calls/year.
- Develop, coordinate, and execute on annual National YWIB activities such as Spring into STEM, YWIB Ambassadors application and selection process, and YWIB Ambassadors Conference.
- Expand and strength current YWIB initiatives: YWIB Teachers, YWIB Showcases, and YWIB Online.
- Ensure that YWIB content developed by National YWIB Programs and Chapter YWIB Chairs/Vice Chairs is aligned with YWIB/WIB branding and mission and follows SOPs.
- Effectively communicate with YWIB Chapter volunteer leaders on new policies, guidelines, SOPs for various YWIB initiatives.
- Provide oversight on the Chapter YWIB event requirement; ensure the Chapters follow YWIB event guidelines and policies.
- Provide training and guidance to Chapters who struggle to meet the annual YWIB event minimum (i.e., four (4) events during the school year).
- 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.
- To 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.
- Ensure succession planning for the committee.

**Requirements:**

- WIB member for at least one year, in good standing with the organization.
- Passionate about being a mentor, educator, and role model to middle and high school girls.
- Exceptional at building relationships between Chapters to create an open dialogue on best practices for engaging and retaining middle school and high school age girls, local school districts, stakeholders, and sponsors.
- Comfortable leading large cross-sectional teams and effectively guide YWIB initiatives across all Chapters.
- Experience in developing and growing leaders is a plus.