President Elect

Women in Healthcare is seeking a strong female leader to serve a one-year term as President-Elect, followed by a two-year term as Chapter President.

The President-Elect works closely with the Chapter President and Executive Committee to support the strategic direction, governance, growth, and operations of the Chapter while preparing to assume the role of President.

In the absence of the President, the President-Elect will preside over meetings of the Chapter and Board of Directors.

Responsibility and Authority:

The President-Elect reports to the Chapter President and Executive Committee and serves as a voting member of the Board of Directors. The role supports oversight of the Chapter's affairs, governance, and Board activities while partnering closely with the President on strategic priorities, chapter growth, and organizational continuity. In the President's absence, the President-Elect assumes presidential responsibilities and provides leadership to the Chapter and Board.

Term:

The President-Elect will serve a one-year term, followed by a two-year term as Chapter President.

General Duties:

Board & Chapter Leadership

- Attend all monthly Board meetings and as many Chapter events as possible.
- Support the President in matters related to Chapter growth, strategy, operations, and organizational development.
- Assist committees in establishing and executing annual goals.
- Maintain awareness of committee activities, priorities, challenges, and progress.
- Serve as a resource to Board and committee leaders as needed.

Governance & Organizational Management

- Maintain the Chapter's Policies & Procedures Manual, reviewing and updating it at least annually.
- Oversee the organization and management of Chapter documents.
- Maintain the Chapter's annual document and folder structure and ensure materials are properly filed.
- Support continuity of governance, records, and operational practices from year to year.

Strategic Planning

- Partner with the President to organize and facilitate the annual Strategic Programming Session with the Board of Directors prior to the beginning of the new term.
- Help establish Chapter priorities, programming direction, and Board goals for the upcoming year.
- Support implementation and ongoing evaluation of strategic initiatives.

Female Leadership Summit

- Assist in the planning and execution of the annual Female Leadership Summit.
- Collaborate with the President, Board, committees, and event leadership to support successful delivery of the event.

Financial & Year-End Responsibilities

- Coordinate the completion and submission of the Chapter's Annual Financials at year-end.
- Work with the appropriate Board and Executive Committee members to ensure required financial and organizational documentation is completed.

Time commitment:

The President-Elect should anticipate dedicating approximately 5 hours per week to Women in Healthcare activities, including Board meetings, committee coordination, Chapter events, strategic planning, document and governance management, Female Leadership Summit preparation, transition responsibilities, and other Chapter priorities as they arise.

Legal commitments:

Upon appointment, the President-Elect is responsible for reviewing and acknowledging the organization's Bylaws and governance requirements.

Qualifications / Skills Requirements:

The ideal candidate is a strong and collaborative leader who is organized, dependable, proactive, and self-directed. They should be comfortable providing both strategic and operational leadership, communicate effectively across the Board and committees, demonstrate a strong commitment to the mission and continued growth of Women in Healthcare, and have prior Board service experience.