

## **Chair, Premier Management Development Series:**

- Attend board meetings, as scheduled, in-person or phone:
  - Provide updates at board meetings, in absence of Director
  - Make note of meeting agenda items and support needed
- Support volunteer efforts throughout the year, for Leadership Programming presence and increasing personal brand within WICT RM
- Supports Director in PMDS successful program launch and completion:
  - Understanding program format and desired outcomes
  - Build relationship with PMDS training partners/organization/alumni
  - Support registration & payment gathering, as needed
  - Assist in reviewing registrations for qualification
  - Assist in reviewing scholarship applications and selection
  - Build program awareness – through individual networking and WICT RM Marketing support
  - Act a as a Mentor to PMDS participant(s)
  - Attend PMDS sessions, select specific session(s) to attend, including program graduation
  - Support surveys
  
- Ensure support of expenses and budget, for areas of responsibility and projects, ensuring approvals are gained, in advance
- Work closely with Leadership Programming Director, ensuring timely delivery and communication
- Works to provide innovative and creative ideas for Leadership Programming