



Get Involved:

To learn more about WiB, feel free to contact a member of our team, join our Women in Biohealth group on social media, join a subcommittee or visit our website. As a network, WiB will provide mentoring, professional development, and an environment for women in biohealth to connect.

No membership required — just enjoy and relax as you meet with other Women in Biohealth from the Madison area!

Partner With WiB:

We are currently looking for partner companies to support Women in Biohealth by sending internal communications/updates to employees, encouraging involvement, sponsoring professional development workshops or networking events, and providing feedback on future programming for WiB events.



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e: womeninbiohealth@gmail.com

w: www.womeninbiohealth.org

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WiB

Our mission is to provide a platform for women in biohealth to connect and uplift one another and to provide opportunities for professional development, career mentoring and networking.

Support Women In Biohealth

Join 2019 Subcommittees



Register by February 15, 2019!

Professional Development Subcommittee

The Professional Development Subcommittee ensures a regular cadence of seminars and workshops on career and professional development topics by gathering members' feedback and planning events to suit members' interests.

- Design and field semi-annual "pulse" member surveys to gauge our members' interest and needs in various professional development topics in order to guide event planning (e.g. résumé tips, leadership, personal development, negotiating, etc.)
- Identify potential speakers or trainings/workshops to host (aim for one event per quarter).
- Coordinate with Steering Committee an Event Planning Subcommittee and Marketing & Communications Subcommittee to schedule each event
- Responsible for managing speakers, hand-outs, and working with the Event Planning Subcommittee on room preparation

Event Planning Subcommittee

The Event Planning Subcommittee is a critical function that ensures our members can gather regularly for networking, professional development, and social activities by handling the logistics around venue selection, vendor coordination, sponsorships and event execution

- Work with other committees to align on yearly event schedule and venue needs (e.g. happy hours, seminars, panel discussions, etc.)
- Curate and actively maintain a database of venues that is based on event needs and member survey feedback (capacity, geography, noise level, privacy, AV capabilities, etc.)
- Identify sponsors for hosting venue, paying speaker fees and food/drinks. Work closely with Professional Development Subcommittee on speaker costs
- Contact potential sponsors and confirm support. Work with Marketing and Communications Subcommittee to fully acknowledge and thank sponsorship support
- Secure venues and vendors to suit the needs of upcoming events and manage all logistical details from event setup to take-down
 - ⇒ This includes details such as attendee sign-in sheets, snack procurement, display of marketing collateral, name tags, etc.

Marketing & Communications Subcommittee

The Marketing and Communications Subcommittee helps develop and then executes the organization's marketing and communications strategy in order to engage and grow our member base through the dissemination of information about our mission and events

- Publicize upcoming events to our members via WiB website, Constant Contact emails, Eventbrite, and our social media channels
- Nurture and grow our member base by developing or sharing high quality, interesting, and relevant content in a newsletter and handouts

- Social media (currently Facebook and LinkedIn)
 - ⇒ Manage and leverage social media content /channels and publication cadence. Includes efforts to expand reach and increase membership
 - ⇒ Engage our current Facebook group members (85) and LinkedIn group members (250) and grow our presence on these platforms and any others
- Ensure unified branding and messaging in all communications and materials
- Collect data on events, the organization, and social media to utilize in marketing communications and year-end analysis of the WiB organization

Subcommittee Details:

Time Commitment: All subcommittees have an estimated time commitment of 2-4 hours per month, including monthly one hour planning meetings.

Length of Term: One year with the opportunity to renew for one additional year. Term runs from February 1st through January 31st.

Committee Size and Management: We would like to have 4-8 people per committee. 1-2 individuals from the steering committee will join the subcommittees. At the first subcommittee meeting, the members will elect a chair to organize meeting dates and agendas.

