

## Professional Development Committee Charter

The purpose of the Professional Development Committee is to coordinate professional development activities, including mentoring, for the Fletcher Women's Network. The committee will consider the needs of alumnae and current students in all phases of their careers, including challenges that disproportionately affect women, such as career hiatus/re-entering the workforce, work-life balance, salary negotiations, and mentorship.

- The committee has the responsibility and authority to carry out professional development activities, such as planning and implementing a mentorship program and in-person and on-line seminars on topics of interest to women (e.g., salary negotiations, how to re-enter the workshop, how to navigate a career transition).
- The committee will coordinate with the Communications Committee and the Fletcher Office of Career Services (OCS), which provides free services to alumnae (and alumni) at all points in their career. Potential activities include a dedicated FWN jobs listserv, speed networking events in key cities, opportunities to match women seeking mentoring with those seeking to mentor (at any points in their career, not just students), and panels and webinars on particular topics of interest to Fletcher women, to be determined by the committee and the SC.
- Each year, the committee shall formulate an annual work plan to be presented to the EC and SC for discussion.

The committee is made up of a Chair (or two Co-Chairs), and a minimum of two members from the Steering Committee. (If there are Co-Chairs, only one need serve on the EC with the other as an alternate.) Committee members should anticipate up 2-3 hours per month including availability for regular committee meetings. The Chair should also allow time to attend monthly 1-hour Executive Committee meetings.