



HCMS Women Physicians Section (WPS) Section Leadership Structure

The WPS Section includes the following positions:

- Chair
- Vice Chair
- Officer at Large
- Branch Diplomats – These positions are discretionary with a maximum of two per HCMS geographic branch designation. Each year, current branch leaders will be given the opportunity to serve before position is presented to the general branch population.

Chair, Vice Chair and Officer at Large Term Limits

- Positions are limited to a one-year term and serve as the section's executive committee.

Chair, Vice Chair and Officer at Large Duties

- Duties of the Chair
 - Plan section meetings/events in accordance with feedback from a biennial survey
 - Regularly communicate with HCMS staff coordinator on all aspects of meetings, including topic selection, format to maintain and grow interest, location to ensure convenience for physicians, promotional efforts, etc.
 - Preside over all meetings
 - Review agenda prior to each meeting
 - Identify and mentor possible future female physician leaders
 - Actively encourage female physicians to attend meetings/events
- Duties of the Vice Chair
 - Focus on ideas to address during her term as Chair the following year, i.e. location, format, speakers
 - Follow-up with nonmember attendees after each meeting/event to encourage membership
 - Serve as immediate back-up for the Chair on all responsibilities
 - Identify and mentor possible future female physician leaders
 - Actively encourage female physicians to attend meetings/events
 - Review agenda and be prepared to lead meeting if the Chair is unable to attend
- Duties of the Officer at Large
 - Identify and share potential sponsors specific to female physicians
 - Assist the chair and vice chair with planning meetings/events
 - Identify and mentor possible future female physician leaders
 - Actively encourage female physicians to attend meetings/events
 - Review agenda and be prepared to lead meeting in the event senior officers are unable to attend

Diplomat Term Limit and Duties

- Diplomats can serve up to two consecutive one-year terms.
- Duties
 - Actively encourage female physicians to attend WPS meetings/events from their geographical region
 - Attend section meetings/events
 - Identify possible future female physician leaders from their geographic region