



ENGAGEMENT COMMITTEE CHARTER

Purpose

The Engagement Committee (the “Committee”) is responsible for ensuring that our members remain engaged in The Forum of Executive Women (“FOEW”) in ways that meet their personal needs and by doing so enable the FOEW to meet its mission.

Composition

The Committee is open to members of the FOEW who are in good standing who are available to support the FOEW in carrying out the Board’s strategic vision and dedicate their time to creating and implementing initiatives that will expand the impact and influence of the FOEW.

The Committee’s size is not pre-determined and should, instead, be dependent upon the number of initiatives that are planned for the year. Recognizing that members who serve as volunteers have limited time availability, the Committee may want to establish a larger group of members with specific sub-groups being assigned to smaller, more focused initiatives overseen by The Committee’s leadership.

A Committee member may be removed by the Board of Directors at any time at its discretion, if that member is not determined to be in “good standing.” The chairperson will be nominated in accordance with the procedures set forth in Charter of the FOEW’s Nominating Committee.

The Committee chair will designate (after conferring with/gaining concurrence from The Forum’s Executive Director and/or Executive Committee) at least one and/or up to four vice-chairs from the Committee’s active membership to oversee specific initiatives and/or assist the chair in specific duties. The Nominating Committee of The Forum may consider one of the vice chairs for a vacant chair position at the Nominating Committee’s discretion and in accordance with its charter.

The Committee may form and delegate authority to subcommittees of this Committee when appropriate.

Structure and Meetings

The chairperson shall, after consultation with the other members of the Committee, (i) determine the dates, times and places for meetings of the Committee, and (ii) set the agenda for each meeting. The Committee will hold at least 4 meetings per year (either in person or via teleconference), and such additional meetings as the chairperson determines are warranted under the circumstances in order for the Committee to fulfill its mandate. The chairperson of the Committee shall preside at each meeting of the Committee, except that in the absence of the chairperson at any particular meeting, then the Committee member designated by the chairperson shall preside at such meeting. A majority of the total number of Committee members then in office shall constitute a quorum for the transaction of committee business and all matters to be decided by the Committee shall be decided by the affirmative vote of a majority of the members present in person at a duly called meeting of the Committee.

Duties and Responsibilities

The activities of the Committee may include:

1. Track retention statistics and program attendance.
2. Administer member surveys to gauge pre and post engagement/re-engagement.
3. Make recommendations to the Board and other committees regarding engagement of members.
4. Establish liaison with Program and Membership Committees to ensure all committees are working together toward the FOEW's mission.
5. Make reports to the Board, no less often than once per year.
6. Review and reassess the adequacy of this Charter on an as needed basis and recommend to the Board for approval any proposed changes to this Charter.
7. Perform such other duties and responsibilities as may be assigned to the Committee from time to time by the Board of Directors.

Operating Policies

1. The chairperson of the Committee shall determine whether it is necessary for the Committee to keep the minutes of all Committee meetings, and if it is determined to be necessary, the chairperson shall designate such individuals to record the minutes.
2. The Committee will determine its rules of procedure in accordance with the FOEW's Bylaws.
3. The chairperson of the Committee will report to the Board on an as needed basis regarding any significant actions taken by and the activities and findings of the Committee, as well as any recommendations for action by the Board when appropriate.

Adopted by the Board of Directors this 19th day of May 2015.