

# PROGRAM COMMITTEE CHARTER



## Purpose

There shall be a committee of the Board of Directors of The Forum of Executive Women (“FOEW”) known as the Program Committee (the “Committee”). The Committee’s purpose is to (i) ensure that FOEW offers an array of meaningful programs and events that address the multiple and diversified interests of FOEW members and engage and retain such members in the FOEW and its mission; and (ii) in consultation with the board, ensure that FOEW’s public programs reach and impact the right blend of the broader community leadership, as defined by the Committee, and engage them to accomplish the FOEW’s mission.

## Composition

The Committee is open to members of FOEW who are in good standing who are available to support FOEW in carrying out the Board’s strategic vision and dedicate their time to creating and implementing initiatives that will advance the purpose of the Committee and the mission of 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 Board of Directors at any time in 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 chairperson will designate (after conferring with/gaining concurrence from FOEW’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 chairperson in specific duties. The Nominating Committee of FOEW 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 shall 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.

## Specific Power, Authority, and Responsibilities

The activities of the Committee may include:

1. Develop and schedule programs for the general membership of FOEW.
2. Develop, oversee and maximize member involvement and the financial success of FOEW’s programs and events including the Leadership Symposium.

3. Implement programs to enhance member involvement and satisfaction in response to analysis of FOEW member attendance at programs and events.
4. Work with other committees to help engage organizations on FOEW's target list in programs open to non-Forum members.
5. Collaborate with the Engagement Committee and other FOEW committees to increase the involvement of new members in FOEW programs, events and initiatives and to further the Committee's strategic goals, strategies and plans, and the mission of the FOEW.
6. Work with the Engagement Committee to enhance the member value and success of FOEW's affinity groups.
7. Make reports to the Board, no less often than once per year.
8. Review and reassess the adequacy of this Charter as needed, and recommend to the Board for approval any proposed changes to this Charter.
9. 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 FOEW's Bylaws.
3. The chairperson of the Committee will report to the Board on an as needed basis regarding the 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

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