



PUBLIC SECTOR LEADERSHIP COMMITTEE CHARTER

Purpose

There shall be a committee of the Board of Directors of the Forum of Executive Women (“FOEW”) known as the Public Sector Leadership Committee (the “Committee”). The Committee is responsible for raising awareness of local and regional political and public policy issues; creating a dialogue between key influencers in the public sector and FOEW members in an effort to both increase opportunities for women in future public leadership and enhance the likelihood of governmental leaders and entities considering the critical perspectives of women leaders in future policy and governance decisions.

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 chair 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 chair 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 3 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 Committee shall have the following power, authority and responsibilities:

1. Sponsor at least three smaller roundtable programs each year focused on timely public policy issues.

2. Work with Program Committee to ensure that FOEW is not duplicating efforts and that FOEW is using its human and financial resources efficiently and in the best interests of the membership and consistent with Board strategic direction.
3. Invite high level influential policy makers to present at least one committee program.
4. Develop a list of important policy issues for future potential program topics.
5. Serve as conduit to inform Board and potentially entire membership about important policy issues impacting issues related to FOEW's mission.
6. Collaborate with the Membership Committee to increase FOEW membership and with other FOEW committees to further the strategic goals, strategies and plans, and the mission of FOEW
7. Make reports to the Board on an as-needed basis.
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, and the Committee shall approve them by subsequent action.
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 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