Program Committee Charter

The Program Committee, a standing committee reporting to the Board of Directors, is established pursuant to Section 9.5 of the Bylaws to consist of no more than nine (9) Board members, appointed by the President of the Board. The Executive Director shall serve as staff to the Committee. The Committee may also include other non-Director persons whose experience and qualifications may assist the Committee and the Board in the performance of their oversight responsibilities. A majority of the Committee members, present and voting, shall constitute a quorum. However, at all times a majority of the Committee, and a majority of a quorum, shall consist of Board members.

The Committee shall meet as necessary and appropriate at the call of the Chairman of the Committee or the Executive Director, and shall maintain minutes of all meetings, which will be distributed to the Board, preferably in advance of the next regularly scheduled Board meeting.

The purpose of the Committee is to provide strategic planning support and policy oversight to ensure focus and direction of programs and services.

# Committee Charter:

Acting with the Executive Director, the Program Committee is charged to:

* Develop and recommend to the Board of Directors policies and procedures governing the programs and services to be offered by the organization to subscribing members and the public.
* Provide policy guidance and consultation for the Executive Director in setting priorities for programs and services.
* Establish policies and guidelines to assist the Executive Director in setting the fees to be charged for programs and services offered by the organization.
* Establish policies and guidelines regarding to assist the Executive Director in considering fees for outside presenters and providers of services offered by the organization.
* Establish policies and guidelines within which the Executive Director is authorized to enter collaborative arrangements with other organizations and providers of services.
* Ensure that the organization:
  + Has in place a program evaluation process that measures the extent to which the organization is achieving its mission.
  + Regularly uses the evaluation data to inform and continuously improve the organization programs.
  + Uses evaluation data to educate the community (including funders) regarding the work and effectiveness of the organization and its programs.

APPROVED BY THE BOARD: