

# **THE FORUM OF EXECUTIVE WOMEN**

## **PROGRAM COMMITTEE CHARTER**

### **Purpose**

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

### **Composition**

The Committee is open to members of the Forum who are in good standing who are available to support the Forum 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 the Forum.

The Committee’s size is not pre-determined and should, instead, be dependent upon the number of initiatives that are planned for the year.

### **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. 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**

Subject to the Forum Bylaws, the Committee is authorized to :

1. Develop and schedule programs for the general membership of the Forum; implement programs to enhance member involvement and satisfaction in response to analysis of Forum member attendance at programs and events.
2. Collaborate with the Executive Director and other Forum committee chairs to develop the annual Forum calendar of events; maximize member involvement in

Forum programs and events, including the Leadership Symposium and other signature events.

3. Work with other committees to help engage organizations on Forum's target list in programs open to the public.
4. Collaborate with the Engagement Committee and other Forum committees to increase member involvement in Forum affinity groups, programs, events and initiatives and to further the Committee's strategic goals and the mission of the Forum.
5. In conjunction with the Governance and Nominating Committee, review and reassess the adequacy of this Charter on an annual basis, and recommend to the Board for approval any proposed changes to this Charter.
6. Perform such other duties and responsibilities as may be assigned to the Committee from time to time by the Board of Directors.

Adopted by the Board of Directors this 13<sup>th</sup> day of October, 2020