

Approved By:	Effective Date:
Last Revision Date:	
Policy Name : (BOD) Programs and Events Committee Charter	

**Purpose Statement:** Purpose shall be to coordinate monthly professional development and networking meetings for the general membership including arranging for presenters and securing facilities.

**Scope:** Appointment to the committee is one year. Committee activity occurs February- January to give the next committee planning time.

### Responsibilities:

1. Review assessments from membership of their professional development needs
2. Issue, review and select proposals for membership programs
3. Forwards program/topic/speaker proposal to Communications Chair for promotion
4. Arranges with the Treasurer for payment(s) for presenter(s) or equipment when applicable
5. Provide acknowledgement to presenters including written thank you note and/or gift
6. Solicits and analyzes program evaluations for future planning
7. Sets event goals and objectives, when applicable (i.e. volunteer week activities, Volunteer Management Appreciation activities, or volunteer celebrations):
  - a. Prepare budgets for special events and their committees
  - b. Recruits and coordinates planning committees for special events
  - c. Prepares and executes event plan(s), with support of the planning committee
  - d. Promotes participation in Special Events (with Communications Committee)
  - e. Evaluates effectiveness of events
8. Maintains program records including description, attendance, and evaluations
9. Recommends program policies to the Board for approval
10. At completion of term provides adequate transition to new membership committee
11. Turn over to committee successors all records and/or property immediately upon completion of term or resignation prior to completion of term

### Policies and Key Documents

- Request for proposal for programs
- Program Evaluation Form
- Program Proposal Evaluation Form
- Event Program Plan and Timeline
- Event Evaluation Plan
- Budget(s)

### Key Metrics

- % Program Satisfaction
- Attendance and participation rates
- Top 5 professional development needs
- \$ raised