

Director of the Year Committee Charter

Revised as of: March 1, 2018

Purpose of the DOY Committee

To provide a venue to recognize directors for outstanding performance in the boardroom and behind the scenes that will showcase Corporate Directors Forum in the San Diego business community.

Committee Membership

Committee members will be selected and/or approved by the *Director of the Year* Committee Chair(s) and the Chief Executive Officer. Committee members should be members of CDF or invited to participate by special invitation by the Chair(s) and Chief Executive Officer. The number of Committee members shall be at the Chair(s)'s and Chief Executive Officer's discretion.

Chair/Vice Chair

The DOY Chair(s), the Chief Executive Officer and the Chair of CDF will concur on the Vice Chair who will then be presented to the Executive Committee for approval. When DOY Chair(s) completes his/her term, the Vice Chair steps in as Chair, pending approval by the full board.

Committee Meetings

The Chair(s) of the Director of the Year Steering Committee in conjunction with the Chief Executive Officer will be responsible for the agenda. The committee shall be held as deemed necessary by the committee chair, beginning approximately 3 months before the date of judging.

Chart of Work

Duties of a DOY Committee Member

- Solicit and coordinate honoree nominations process
- Coordinate honoree selection process
- To assist in recruiting Host, VIP, Presenting and Supporting & other sponsors
- To assist in all phases of logistics for the event, as assigned by committee Chair and Chief Executive Officer
- To provide "on site" management and support at the event
- Conduct an Annual Review of the "lessons learned" and the "Committee's overall performance" for the previous year to be reported to the board at the annual Retreat
- Annual review of nominee category descriptions
- Support the Chief Executive Officer in budget management