

## **Programs Committee Charter**

Revised as of: March 1, 2018

### **Purpose of the Programs Committee**

The purpose of the Programs Committee, in collaboration with the CDF Chief Executive Officer, is to plan, develop, and successfully execute profitable programs and educational events that will support fulfillment of the Corporate Directors Forum (CDF) Mission and Vision.

### **Committee Membership**

Programs Committee members will be selected by the Programs Committee Chair and the Chief Executive Officer to provide synergistic viewpoints for achieving CDF's Vision. Additional members shall be selected based on the specific expertise required by the Committee. The number of Committee members shall be at the Chair's discretion and would be expected to be from five to ten persons.

### **Chair/Vice Chair**

The Programs Chair, 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 completes his/her term, the Vice Chair steps in as Chair, pending approval by the full board.

### **Committee Meetings**

The Chair of the Programs Committee in conjunction with the Chief Executive Officer will be responsible for the agenda. Programs Committee meetings shall be held at the calling of the Chair and as often as necessary to successfully fulfill the defined duties of the Committee. Committee members are expected to attend at least 70% of the scheduled meetings.

## **Chart of Work**

### **Duties of a Programs Committee Member**

- Develop a Program Plan to provide a tentative plan for future programs.
- Provide networking and peer interaction opportunities.
- Present the Program Plan to the Board at the annual retreat. Adjustments to program schedules and topics will be made as necessary to ensure timely presentation of high quality topics and speakers.
- Create a summary report of the "lessons learned" and the programs' overall performance for the previous twelve months, to be presented to the full board at the annual retreat.
- Do appropriate advance planning for each program so as to achieve the milestones as outlined on the program planning timeline
- Survey Program attendees and the CDF Board to determine program success and obtain feedback for guiding future Program planning.
- Assist in developing potential sponsors for programs, and recommend improvements in sponsor benefits.
- Plan Programs with the following goals:
  - Select timely topics related to Corporate Governance.
  - Select speakers who are experts on Corporate Governance issues, have strong Board experience or otherwise have appropriate experience for the topic
  - Strive to occasionally have "high impact – high visibility" keynote speakers.
  - Include several points of view on each panel.
  - Strive to have attendees walk away with Governance topics and issues that they can discuss/explore with fellow Board members to enhance their Board's educational experience.
- Provide small group education opportunities when appropriate.