

NACD NORTH TEXAS PROGRAM COMMITTEE CHARTER AS OF 2015

PURPOSE OF THE COMMITTEE

The purpose of the Program Committee (the “Committee”) is to plan, develop, and successfully execute profitable programs and educational events that will support the fulfillment of the National Association of Corporate Directors Mission and Vision.

COMMITTEE MEMBERSHIP

Chair/Vice Chair/Co- Chair will be recommended by the Nominating/Governance Committee (the “NGC”) and approved by the Board. Members will be appointed annually and will be from the Board but may, based on Chair/Co-Chair’s recommendation, be comprised of a limited number of non-Board Members for specific expertise requirements of the Committee. The size of the Committee will vary from time to time based on projects and work load and recommendation of the Chair/Co-Chair’s however it is recommended that the Committee be comprised of at least 8 members, including Co-Chairs in order to accomplish its objectives. Recommend members for the Committee will be reviewed by the NGC and approved by the Board.

COMMITTEE STRUCTURE AND OPEARTIONS

The Committee shall meet as often as necessary but no less than quarterly during the program year to carry out the responsibilities under this Charter. Meetings will be in person whenever possible or by phone; a call-in is encouraged when a member cannot attend a meeting in person. The Committee may, in its discretion, delegate all or a portion of its duties and responsibilities to a subcommittee of the Committee. The Committee Chairs shall make regular reports to the Board.

COMMITTEE GOALS AND RESPONSIBILITIES

The Program Committee, in coordination with the Executive Director, shall:

- Develop an annual Program schedule to provide a tentative plan for future programs including monthly lunches and Peer to Peer breakfast.
- Present the Program schedule to the Board in the spring. *Adjustments to program schedules and topics will be made as necessary to ensure timely presentation of high quality topics and speakers.* Program Chair(s) will work with the Executive Director/Administrator to draft correspondence/marketing materials to the membership and correspondence with speakers (pre-planning and thank you notes).
- Program Chair(s) should work with Executive Director/Administrator to purchase some form of gift to be given to each speaker during the year.
- The Committee does appropriate advance planning for each program so as to achieve the milestones as outlined on the program planning timeline
- Survey Program attendees to determine program success and obtain feedback for guiding future Program planning.

- Create a summary report of the “lessons learned” and the programs’ overall performance from the previous twelve months, to be presented to the full Board.
- Utilize Chapter Sponsors for Programs as a sponsor benefits.
- Plan Programs with the following goals:
 - Select timely topics related to Corporate Governance; interact with other chapters’ program committees for topic suggestions.
 - 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 directors/members walk away with Governance topics and issues that they can discuss/explore with fellow Board members to enhance their Board’s educational experience.
 - Provide networking and peer interaction opportunities.