



## **PROGRAM COMMITTEE TERMS**

### **Purpose**

The Committee will assist the Board of Directors of OUTBermuda to fulfill its responsibilities regarding LGBTQ+ focused programming to support the organisation's mission.

### **Accountability**

- The Committee Chair is appointed annually by the Board of Directors and the Committee is appointed by the Committee Chair, in consultation with the Governance Committee.
- The Committee reports to the Board of Directors.

### **Composition and Term of Service**

- The Committee should strive to have a minimum of three members who may be Board or non-Board members.
- Committee members are selected based on a diversity of community networks, fundraising experience and interest in the mission of OUTBermuda. Ideal experience and skillsets are visionary, public relations and fundraising.
- The Executive Director (non-voting) and Board Chair (ex officio) serve on the Committee.
- The term of service is one year, with opportunities for serving additional terms.

### **Key Responsibilities**

The Committee shall perform all duties as requested or required by the Board of Directors. The Committee will specifically be responsible for the following duties and responsibilities:

- Working with the Executive Director, plan programs to support the organisation's mission, communicating with other organisations or service providers to support or enhance those programs.
- Create a short and mid term plan for established, ongoing programs and services that the organisation will provide
- Be responsible for establishing a Pride Committee, approving the use of external vendors (including project managers).
- Provide at least quarterly written reports to the Board

### **Committee Member Expectations**

- Attend and participate in regular Committee meetings.
- Prepare adequately for meetings in order to make informed decisions.
- Make an annual financial gift to OUTBermuda.