



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 organization's mission and five pillars namely, Education, Advocacy, Safety, Community Building & Empowerment.

Accountability

- The Committee Chair or Co-Chairs are appointed annually by the Board of Directors and the Committee is appointed by the Committee Chair(s), in consultation with the Governance Committee.
- The Committee Chair(s) reports to the Board of Directors.

Composition and Term of Service

- The Committee should have a range of four to six members with a minimum of four members who may be Board or non-Board members.
- Committee members are selected based on a diversity of community networks, needed skill set(s), fundraising experience and interest in the mission of OUTBermuda. Ideal experience and skillsets are visionary, advocacy/lobbying experience, education, 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 to plan and/or create programs that support the organization'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.
- Provide at least quarterly written reports to the Board.
- Be responsible for establishing a Pride Committee, which will operate in conjunction with the Program Committee but will be a separate entity with a Program Committee &/or Board appointed leader. The Pride Committee will operate year-round and will work in conjunction with a Core Team, a Project Manager, a Social Media Manager and other external vendors.
- Lead Advocacy/Lobbying work and collaborate with the Marketing and Communications committee and Social Media manager on press releases and social media content related to programs and advocacy.
- Manage external memberships and relationships with local and international networks like the Non-Profit Alliance of Bermuda and ILGA World.

Committee Member Expectations

- Attend and participate in regular Committee meetings.
- Prepare adequately for meetings in order to make informed decisions.

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