

## **PWV MEMBERSHIP AND PROGRAM COMMITTEE**

### **Committee**

The Membership and Program Committee is a standing committee of the Board of Directors, meeting on call to perform those functions assigned to it by the board. It receives its authority from the Board and its actions are subject to review and approval by the Board. The Committee has the authority to establish, from time to time, such ad hoc groups as may be necessary to carry out its work.

### **Composition**

The Chairperson of the Membership and Program Committee will be appointed by the Chair of the Board, and supported by Philanthropy WV staff. The Committee shall be composed of at least 5 members. The Chairperson of the committee must be a member of the Board. The term of office of the Chairperson and members of the committee will be for one year.

### **Responsibilities**

1. To monitor the educational programs of PWV to assure they are in keeping with the Organization's purpose and goals.
2. To develop new membership and program ideas and models and recommend strategies to implement them.
3. To recommend the development of new programs or extension of services of the program to geographic areas not being currently served.
4. To recommend membership and program evaluation processes and to assist staff in evaluating existing programs.
5. To conduct membership and program surveys.
6. To develop jointly with the Finance committee, PWV annual budget for the Board.
7. To develop and review the policies and guidelines that will be used to determine the membership rates and program fees to be charged for specific services and programs.
8. To develop ways and means, in cooperation with the Board of

Directors and other standing committees of Philanthropy WV, for subsidy funding for selected programs offered by the organization.

The Membership and Program Committee does not administer policies, plan events (with some exceptions), recruit and train leaders, organize and supervise groups. Volunteers, including members of the Membership and Program Committee, do help to carry out policy under the direction of staff.