



Program Support Committee

Adopted January 2020

Revised March 2023

Committee Purpose:

The Program Support Committee shall work under the direction of the Executive Director and Assistant Director to:

- Provide support and collaboration for proposed ideas for programs,
- Engage with our community to learn and communicate programming wants and needs.

Committee Chair Responsibilities:

Support the Executive Director and Assistant Director with the following functions:

- Distribute agenda and send reminders to members of meeting times and dates, set by the committee. Committee Chair will lead the meeting;
- Provide action item lists for non-staff committee members and follow-up as needed;
- Take and distribute notes from meetings and prepare Board Reports;
- Voice ideas submitted by the community and committee members to Executive Director and Assistant Director, who will determine which items should move to an agenda;
- Submit opportunities for collaboration to the Executive Director and Assistant Director for review and potential inclusion in the agenda.

Member Responsibilities:

- Communicate opportunities for collaboration with other organizations or individuals with the Chair;
- Assist with implementation of programs as needed. Possible tasks may include: welcoming attendees, helping with sign-in, setting up and breaking down;
- Help promote programs offered to the community;
- May recruit new members.

Scope:

Level: Collaboration and Support