

ELIOT INSTITUTE BOARD MANUAL STANDING COMMITTEES

PROGRAM COMMITTEE JOB DESCRIPTION

The Program Committee is established to ensure program quality for adult programming including advanced recruitment of Speaker(s). The Chair of the Program Committee delegates responsibilities to members of the committee, ensures thematic programming, that is of both a spiritual and intellectual nature, that is consistent with UU focus and principles and establishes time frames for speaker selection and communication and monitors the effective use of the timelines. The Chair shall be a Board or Non-board Member, but in the case of a Non-board Member, a Board Member must be on the committee.

- ☞ The Chair of the Program Committee shall be recruited by the Nominating Committee in conjunction with the Leadership Development Committee and the President of the Board, shall serve a 3-year term and can Chair for no more than two successive terms. The Chair of the Program Committee reports to the Eliot Board of Directors and in the case of a Non-board Chairperson, can choose to report through the Board Member on the committee.
- ☞ The Chair of the Program Committee shall be a frequent participant in Eliot Camps, shall be held in high regard and have strong organizational skills. The Chair and Committee Members shall also have broad knowledge of UU speakers, ministers, and others.
- ☞ The Program Committee shall be composed of the Chairperson, a Board Member if indicated, and three other members. Committee composition should include one member from each camp and someone who is currently serving on the Youth Committee to serve as liaison for Youth Committee programming.
- ☞ The Chairperson of the Program Committee shall ensure, through delegation:
 - ☞ Established themes for speakers for all camps.
 - ☞ Integration of both spiritual and intellectual content from speakers that is consistent with Unitarian Universalist focus and principles.
 - ☞ Review existing contracts with speakers.
 - ☞ Enlist speakers no less than 2 years in advance and no more than 5 years in advance.
 - ☞ Ensures speakers contact with the Deans for their camp for effective transfer of knowledge for the improvement of the camp.
- ☞ The Chairperson ensures the approval of the Board before contracting with a Speaker.
- ☞ The Chairperson creates time lines for Speaker selection and communication and ensures the use of the time lines by the committee. Speakers for the upcoming year shall have signed contracts no later than April of the previous year (for example: speakers for the Naramata, July, August, and Winter conferences 2005 shall have signed contracts in April of 2004).
- ☞ If a contract with a speaker candidate requires negotiation the matter is referred to the President of the Board.

- ☞ The Chairperson ensures that written materials from the Speakers about the upcoming Winter camp and the next year's Summer camps programs are available by late May of each year and forwarded to the Communications Committee. These materials are made available by the Speaker(s) or committee and will be used to promote the upcoming camps at the current year's camps and in the newsletters.

- ☞ The Chair and the Program Committee shall coordinate with the Youth Committee to ensure coordination of programming for each camp.

[Revised January 2007]