



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PROGRAM COMMITTEE COMMISSION-SAMPLE

### Commission

The Program Committee is commissioned by the Board of Directors and tasked with the responsibility of developing, maintaining, and evaluating program services and needs. The committee will monitor YMCA programs and services to be sure that they meet the needs in our community.

The Program Committee is a (ad hoc/standing) committee of the Board of Directors, meeting approximately (#) times per year. 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 ad hoc groups from time to time as may be necessary to carry out its work.

### Composition

The Chair of the Board of Directors shall appoint the Chair of the Program Committee. The Committee Chair shall be a member of the Board. The Committee shall be composed of 6-10 members. The Committee Chair, in consultation with staff, shall appoint other members of the Committee. The term of service shall be three years. A Vice Chair will be appointed from the committee.

### Duties

1. The committee chairperson will be appointed by the board and will be a member of the board of directors.
2. To review program pricing annually and make recommendations to the board in coordination with the Finance Committee.
3. To periodically review and evaluate program participant satisfaction.
4. To recommend changes in program services if deemed necessary.
5. To recommend facility equipment needs and replacement.
6. Review program policies and procedures annually, including of Fair Share (Financial Aid Assistance Policy) and formulate recommendations to the board of directors.
7. Develop a comprehensive promotion plan that focuses on program participation retention and growth.
8. To assure the YMCA's mission and goals are being met through all YMCA programs and services. Integrate character development into existing programs.
9. Recommend the elimination of programs when necessary.