



WOODBURY COMMUNITY FOUNDATION

PROGRAM COMMITTEE CHARTER

Effective November 2025

1. Purpose and Scope

The Program Committee oversees the various programs of the Woodbury Community Foundation while focusing on building leadership awareness while guiding and connecting qualified individuals with various community outreach efforts. This committee also promotes volunteer engagement with community-based initiatives.

2. Authority

Oversee all leadership, outreach, and volunteer programs associated with WCF, while identifying best principles, practices, and standards in maintaining a high level of excellence as a community foundation organization.

3. Membership

Membership is appointed by the board of directors with the advice of the Governance and Nominating Committee consistent with bylaws on an annual basis. The committee shall consist of approximately 7-11 individuals and comprised of no less than 50% of members of the board. For making formal recommendations to the board, quorum shall consist of at least 3 members with no less than 2 being members of the board. This committee consists of the program chair as well as the chairs of the various WCF programs. The committee seeks individuals who have a strong desire to

4. Responsibilities

Responsibilities of the committee shall include:

- a. **Activities:** Oversees all WCF program committee activities.
- b. **Training and Education:** Ensures training and educational opportunities for the community,
- c. **Leadership Development:** Provide awareness within WCF and leadership development within the organization,
- d. **Develop:** Oversee and manage training and educational initiatives and awareness with community outreach,



- e. **Volunteerism:** Champion volunteer engagement throughout the organization and the community of Woodbury,

5. Meetings

The committee meets monthly and as needed, either in person or by video call. Meeting agendas are developed and shared with committee members before each meeting. Meeting minutes are recorded and reviewed and approved by the committee at its subsequent meeting.

6. Reporting

The committee provides monthly briefings of its activities to the Executive Committee, and every other month reports to the full Board of Directors. Any matters the committee has approved require subsequent approval by the Board of Directors (or the Executive Committee in certain circumstances on behalf of the Board).

7. Review and Amendments

This charter is reviewed by the committee at least annually, may be amended with consensus of the committee members, and is subject to further approval by the Board of Directors. A copy of this charter shall be maintained in the WCF's digital archive and be made publicly available on the WCF's website.