**SPECIFIC COMMITTEE GUIDELINES (SCG)**

**PROGRAM DEVELOPMENT/IMPLEMENTATION COMMITTEE (PDIC)**

**CHAIR, MINDY RODRIGUES**

**Purpose:**

In addition to the General Guidelines for all committees as set forth in the Bylaws, the purpose of the PDIC is to:

* Develop impacting programs to address the broad educational, employment, and independent-living needs of all members
* Analyze existing programs/activities and bring them in line with nonprofit industry standards for well-defined programs

**Responsibilities:**

* Identify federal, state, county, and corporate grants to support programs sponsored by the organization
* Participate in the annual budget to ensure that funds are properly allocated to support membership programs
* Monitor and audit restricted-funds accounts to ensure that funds donated for specific programs are properly allocated
* Be involved in the interview/selection of tutors/trainers who are contracted to teach/facilitate programs
* Develop surveys to evaluate effectiveness of programs
* Maintain data on attendance and member-satisfaction for all programs

**Membership:**

The PDIC shall consist of five (5) voting members as follows:

1. Chairperson (appointed by the Board Chair
2. Vice Chair (appointed by Board Chair, on the recommendation of the Chairperson)
3. Three additional voting members

**NOTE:** The Chairperson, in consultation with the Vice Chair, may recruit as many part-time “Supporting Members” as needed to help manage the affairs of the committee. However, these Supporting Members will not have voting privileges on business matters relating to the committee. As voting members leave the committee, the Supporting Members may become a feeder pool to replace voting members on the committee.

**Duration/Onboarding:**

The Chairperson and voting members are appointed to the committee for an initial period of two years, with an option for an additional two-year extension. Prior to appointment to the committee, all voting members will be interviewed by the Chairperson to determine their interest in, and the potential value of their contributions to, the committee. Following the interview, the Chairperson may recommend the appointment of the members to the committee. Depending upon the results of a background check, the DSOSN Board Chair will approve the appointment of the voting member to the committee.