

## PROGRAM COMMITTEE CHARTER

### INVESTMENT CASTING INSTITUTE

#### **1. Committee Membership**

**(a) Composition.** The Program Committee (Committee) shall consist of a mix of Regular, Affiliate members, ICI Staff and additional members as deemed appropriate by the Committee Chair.

**(b) Chair.** An ICI Board member shall serve as the Chair of the Committee.

#### **2. Authority**

The Committee is delegated the authority to recommend and review content, speakers and agendas for all the ICI major events and meetings. In addition provide support and feedback on event and industry surveys.

#### **3. Committee Meetings**

The Committee shall meet a minimum of 4 times per year, and shall establish its own schedule of meetings. The Committee may also act by unanimous written consent of its members.

Notice of meetings shall be given to all Committee members. Any one or more members of the Committee may participate in a meeting of the Committee by means of a conference telephone or similar communications equipment or by electronic video screen communication as long as all persons participating in the meeting can speak to and hear each other at the same time and each member can participate in all matters before the Committee, including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the Committee. Participation by such means shall constitute presence in person at a meeting. A majority of the members of the Committee shall constitute a quorum for a meeting and the affirmative vote of a majority of members present at a meeting at which a quorum is present shall constitute the action of the Sub-Committee. The Committee shall otherwise establish its own rules of procedure.

#### **4. Key Responsibilities**

The following responsibilities are set forth as a guide for fulfilling the Committee's purposes in such manner as the Committee determines is appropriate:

- 1) Conduct review of the Business and Leadership Development Conference program and select/recommend speakers and keynote speakers
- 2) Review Meeting/Program fees annually
- 3) Review all Program Surveys for potential improvements and enhancements to future programs.
- 4) Review all Industry Data Surveys sent to members for improvements, enhancements and relevance.
- 5) Work with ICI Staff to select possible Locations for Spring and Fall meeting to be proposed to the Board.

