

Scope of Work – Program Committee C&O Canal Trust Board of Directors

Membership: Members of the Board, Advisory Board members, Trust staff members, and individuals who are not Members of the Board or staff are eligible to participate on the Program Committee. The chair must be a Board member.

Purpose: The Program Committee, working in collaboration with the Board, the staff of the Trust and National Park Service staff, addresses new program development, oversight of current programs, and the assessment of completed programs in the context of appropriate partnership approaches, program impact and sound budget development and execution.

Primary Duties:

- Evaluate potential new programs to determine if they are aligned with the mission of the Trust, are of a high priority nature, fit within the skills and resources of the Park, other potential partners and/or the Trust and, working in collaboration with the Development and Finance Committees, whether they are supportable from a fundraising and budgetary standpoint.
- Oversee the development of collaborative programs between the Park and the Trust to ensure that goals and objectives are clearly defined, roles are clearly articulated and regular measures and reporting are defined and agreed to.
- Assess whether partner roles in the pursuit of Trust programs are clearly defined and recommend corrective action when issues arise.
- Evaluate the performance of current programs to ensure that they are meeting their stated goals and are executed in a cost effective manner, and recommend changes as needed.
- Capture the lessons learned from completed programs and program related activities such as task agreements.
- Actively participate in the Trust's periodic strategic planning process to advise the Board related to the strategic direction of the Trust's current and proposed programs.
- Oversee and advise the Board on the program components of the Trust's annual operational plan.
- **On an annual basis provide recommendations to the President for incorporation into the organizational budget.**

Supporting Activities:

- Meet no less than prior to each Board meeting.
- Provide meeting minutes to the Board.
- Work in close collaboration with the Board leadership, the Finance and Development Committees, Trust staff and National Park Service staff on all significant program related issues before they are brought before the full Board.

Policies under the Committee's Purview:

- The Committee is not assigned responsibility for any specific policy as detailed on the Trust website.
- Committee members are responsible for supporting and abiding by all of the policies promulgated by the Trust even if they are not Board members.