

# Maggie L. Walker Governor's School for Government and International Studies Foundation, Inc.

## Charter of the Events Committee

### Approval, Review and Revision History

Date	Description of Revision	Author	Approval Date	Approved by Name & Title
11/16/09	Initial Version 1.0	Gov/Nom Comm		D. Trainer, Chair
1/13/10	Version 1.1	Events Comm.	1/13/10	B. Bronner, Chair
2/02/2010	Version 1.2	Gov/Nom Comm	2/02/2010	D. Trainer, Chair
6/23/2010	Version 1.2	Events Comm	6/23/2010	Board of Directors
10/23/2012	Reviewed by committee	Events Committee	10/23/2012	J. Weissend, Committee Chair
2/13/2012	Version approved by Executive Committee	Executive Committee	2/13/2012	Executive Committee
8/7/2013	Section VII	Gov/Nom Comm	9/9/2013	B. Hazelwood, Chair, Board of Directors
9/03/2014	Reviewed and approved-No revisions needed	-	9/3/14	Events Committee

## I. Purpose

The Events Committee (the Committee) of the Maggie L. Walker Governor's School for Government and International Studies Foundation, Incorporated (the Foundation) has been established by the Board of Directors (the Board) and operates in accordance with Article IV of the Foundation's Bylaws. The Committee will assist the Board and its Executive Committee in performing the duties and responsibilities of the Board with respect to Foundation events and activities. The Committee serves in an advisory capacity to the Board and Executive Committee, and has no power or authority beyond the recommendations it provides to the Board and Executive Committee on matters related to events and activities sponsored by the Foundation. The Board and Executive Committee shall continue to have the ultimate duty and responsibility to manage or direct the management of the business and affairs of the Foundation.

## II. Responsibilities

In addition to any duties stated in Foundation Policies, the Committee shall have the following responsibilities:

- 1) The central duty of the Events Committee is to plan, organize, conduct, and evaluate social events that support the mission and goals of the Foundation and/or that are deemed to enhance the public image, good will, and support of the school and Foundation.
- 2) These events include, but are not limited to fundraising events, alumni gatherings, and staff retirement events and others as they arise and are approved by the Foundation Board of Directors.

## III. Membership

The Committee shall consist of a chair, recommended by the Foundation chair, and two or more Directors as its members, all elected by the Board of Directors, in addition to the Chair of the Board of Directors, who shall be an *ex officio* member, with vote. The Board of Directors may also elect *ex officio* Directors to serve as members, without vote. The Foundation Chair may appoint any number of other persons to serve as members of the Committee on the recommendation of the Committee Chair. Each Director or other person selected to serve on the Committee shall hold office for one year and until the election and qualification of their respective successors.

In addition, the Committee may designate certain individuals to serve the Committee in advisory capacities, based upon special skills or expertise deemed valuable or desirable to the Committee.

Only a Director of the Foundation may be elected by the Board of Directors to serve as chair of a standing committee upon the recommendation of the Committee.

Officers and employees of the Foundation may be elected as *ex officio* members of the Committee, serving without vote, and may be elected by the Committee to serve as secretary.

Any voting member of the Executive Committee of the Foundation may attend the meetings of the Committee in a non-voting role. The attendance of outsiders at Committee meetings will be at the discretion of the Chairperson.

## **IV. Chairperson**

The Chairperson of the Committee shall be nominated by the Executive Committee and elected by the Board at the annual meeting of the Directors or, if a vacancy shall occur, at the next regularly scheduled meeting of the Directors. The Chairperson shall preside over meetings of the Committee and perform duties that may be requested by the Board.

## **V. Meetings**

The Committee shall meet in regular sessions and in special sessions as circumstances warrant. At least 7 days' written notice must be given of each meeting, except that in the case of an emergency meeting, at least one day's notice must be given. Committee members are expected to attend meetings (by telephone or video if necessary) and to spend the time needed to properly perform their responsibilities.

## **VI. Quorum**

A quorum for a meeting of the Committee shall be a majority of the voting membership and include the Chairperson or an alternate from the Committee designated by the Chairperson. The quorum may be met by participation by means of phone, videoconference, or in person.

## **VII. Minutes**

The Secretary of the Committee shall be selected by the Committee and ensure that minutes of meetings are recorded and maintained in the records of the Foundation. Officers and employees of the Foundation may be selected to serve as secretary.

## **VIII. Action without a meeting**

Any action that may be taken at a meeting of the members of the Committee may be taken without a meeting if a consent in writing is signed by all members of the Committee, either in person or by electronic means.

## **IX. Agenda**

The agenda shall be set by the Chairperson or an alternate from the Committee designated by the Chairperson. The agenda shall be distributed to the Committee members in advance of each meeting. At any meeting, each Committee member is free to raise subjects that are not on the agenda for that meeting.

## **X. Voting**

All matters shall be determined by a majority vote of the Committee members in attendance at a meeting provided that the members in attendance constitute a quorum. The act of a majority of the members present at any meeting at which there is a quorum shall be the act of the Committee. In the event of a tie vote, a proposal is not approved. Individual votes shall not be recorded.

## **XI. Subcommittees**

The Committee can create subcommittees in order to fulfill specific duties. The subcommittees assist the Committee by distilling key information on issues and by providing recommendations for action.

## **XII. Accountability**

The Board shall authorize and approve this charter. The Executive Committee shall oversee the performance of the Committee. The Board delegates the authority to modify this charter to the Executive Committee. Any modification of this charter shall be disclosed in a formal notice to the Board at a regularly scheduled meeting of the Directors.

## **XIII. Review Cycle**

This charter shall be reviewed annually by the Governance and Nominations Committee. Additional reviews shall be triggered by major changes in Foundation strategy or the regulatory environment for non-profit foundation operations.