



Report to Lyceum Board June 2020 - Programme Committee Charter review

Background

The Programme Committee was asked by the Board to review its Charter and to align the revised document with the template developed to give consistency to all Committee and Circle charters.

The process for the development of the revised charter included consideration of the existing charter, how it reflected the current role and activities of the Committee and its developing role. Committee members contributed individually and had the opportunity to consider all comments made by all members. Via a survey, members also participated in a *blue sky* scenario.

The committee receives many suggestions for speakers, etc. - not all suitable. An invitation is given after a committee member assesses whether the speaker and the Club are a fit and makes a recommendation that is then discussed by the committee. The ability to speak to an audience and maintain interest is not a universal skill. This is time consuming and most committee members have other Club roles, together with private commitments. The expectation in terms of numbers of events has increased. The revised charter allows for the secondment of members from a broader pool and with defined terms of office. It is anticipated that this will continue to provide the Club with a wide focus in the selection of speakers, etc. and give more members an opportunity for formal involvement in Lyceum life – without having to make a long-term time commitment.

The committee is developing procedures to complement its role as defined in the charter.

The Programme Committee welcomed the opportunity to review the charter. It sees it as a dynamic document to be reviewed regularly so that it continues to define the role best suited to the interests of the Lyceum.

Recommendation: That the Board endorse the revised Programme Committee Charter.

Ileana Guizzo
Chair
Programme Committee



Lyceum Club Programme Committee Charter

Name	Lyceum Programme Committee
Chair of committee	Lyceum Junior Vice President
Charter approved	[insert description]
Charter review schedule	Annual
Sub-committees reporting to this Committee	NA
Working groups reporting to this Committee	NA

Purpose of the committee

The Programme Committee assists the Board by providing oversight of Club programme and events. The Programme Committee is a standing committee of the Board.

This charter seeks to define the role, scope and objectives of the committee. It sets out the membership, terms of reference, operating arrangements and collaboration with the Board, and with working groups and sub-committees, as required.

The Committee's collaboration with Club Circles, as well as its responsibilities to the Board in implementing the key programme objectives of the Club, are also defined.

Roles and responsibilities

- To provide a well-balanced, high quality programme of events at the Club, bearing in mind such factors as member interests, age range, cost, cultural diversity, and day/ evening/day of the week/ time of day.
- To consider special events, anniversaries, current affairs and significant occasions when determining the annual Club calendar.
- To programme events that are in addition to the field-specific topic areas covered by the Circles and not in competition with them. To avoid duplication - in cases where there is an overlap between the interests of the Circles and the rest of the membership, combined Club events will be considered.
- To receive reports on the financial viability of Club events.
- To identify and harness the skills and experience of Members in the service of the Programme Committee.
- To develop a data base of Lyceum Club events.



Role of the Chair

The Chair is appointed by the Board and is usually the Junior Vice President.

The Chair is:

- responsible for scheduling Committee meetings, preparing agendas and minutes.
- responsible for sub-committees and working parties of the Programme Committee and the reporting of their activities to the Board.
- in regular liaison with the General Manager, providing minutes for inclusion in Board papers for the meeting following the committee meeting.
- responsible for providing an annual report of activities for the Lyceum Club Annual Report.
- responsible for arranging orientation for new committee members.

Responsibility of members

Members of the Programme Committee are expected to:

- contribute the time to prepare for and attend meetings.
- express opinions at meetings frankly and in the overall best interests of the Club.
- maintain confidentiality of material where it is so defined.
- declare conflicts of interest.
- actively participate in the selection and invitation of speakers, musicians and entertainers for Club events.
- not promise an invitation before the possible event is discussed by the committee.
- listen to feedback about events, mix with members and generally be active in the Lyceum and the wider community so that suitable speakers are identified.
- liaise with the Operations Manager and Digital Communications Coordinator on Club events for which they have responsibility.

Annual reporting to members

As requested by the Board, the Committee will provide a report of activities for the Annual Report and/or AGM.

Composition

Selection process and terms of appointment of Committee members

The Programme Committee will consist of the following members:

- Lyceum Junior Vice President (Chair).
- Board members as nominated by the Board – usually the Board's Circle Convenors Liaison appointee.
- Four Circle Convenors.



- Newsletter Editor.
- Two members who are not convenors and appointed for twelve months. The twelve months will apply from the date that the Board endorses the appointment.
- Visiting Convenors – by invitation of the Chair and by rotation. Convenors by rotation will not have voting rights, but will otherwise be encouraged to participate fully.

Membership of the Committee will be reviewed, confirmed, or changed by the Board on an annual basis. Members who are convenors or the Newsletter editor will usually serve a term of not less than two years and no more than five years.

Authority

Delegated Authority

The Committee has delegated authority from the Board to determine the content and scheduling of Club events. The Board will have final authority. The spokesperson for Committee will be the Chair.

The Committee may form and delegate authority to sub-committees, comprised of at least one committee member and may include one or more Club members. Any such sub-committee will have the full power and authority of the Committee, subject to the terms of its delegated authority, and must report to the Committee in relation to material developments arising in the exercise of that authority.

Reporting to the Board

Decisions and recommendations to the Board

Any matters requiring decision will generally be decided by consensus, or if consensus is not achievable, then by a majority of votes of the members present.

Minutes of the meetings and a summary of all recommendations should be forwarded to the General Manager for tabling at Board meetings.

Meetings

- The Committee will usually meet monthly, with the exception of January.
- The meetings will be chaired by the Junior Vice President, or a designated Board member in her absence.
- A quorum will consist of five members, inclusive of the Chair or Acting Chair.
- Meeting agendas and papers will be usually circulated no later than one week before each meeting.

Conflicts of Interest

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged.



Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from committee discussions on the issue where a conflict exists.

Reviews

The Programme Committee will review its performance on an annual basis. The review may be conducted as a self-assessment and will be coordinated by the Chair. The assessment may seek input from any person.

The Committee should review this charter and its composition annually to ensure that it remains consistent with the Board's objectives and responsibilities.

The Board should consider the review and either approve or further review the Committee's charter and/or composition.

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