



## COMMITTEE DESCRIPTIONS

In addition to such other committees as the Board of Directors may authorize or appoint from time to time, there shall be the following standing committees: Executive Committee, Public Relations Committee, Education Committee, Mentoring Committee, Programs Committee, Finance Committee, and Membership Committee. The chairs of these committees shall be appointed by the President in October of the year proceeding the year in which they will serve or as soon thereafter as possible. The appointments shall be approved by the Board of Directors before the end of the year. The members of the committees shall be appointed as noted in the following sections.

### EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the officers of "The 100". The Executive Committee shall act for the Board of Directors during interim between Board meetings. Meetings of the Executive Committee shall be called by the President at any time he deems necessary. The President shall serve as Chairman of the Executive Committee. The Board of Directors has the final decision on all business of "The 100".

### PUBLIC RELATIONS COMMITTEE

The Public Relations Committee composed of the Chair and no more than seven (7) members of the general membership. The Chair and members shall be appointed by the President promptly after the Annual Meeting. The Committee shall be appointed by the President promptly after the Annual Meeting. The Public Relations Committee shall be responsible for developing and approving all external public relations material.

### EDUCATION COMMITTEE

The Education Committee shall consist of the chair and no more than seven (7) members from the general membership. The Education Committee shall be responsible for developing and recommending educational programs to the Board of Directors and Membership, including the Annual African American Academic Challenge Bowl. The Committee shall be appointed by the President promptly after the Annual Meeting.

### FINANCE COMMITTEE

The Finance Committee shall consist of the Treasurer and no more than six (6) members. One of whom shall be the chair. The Committee shall be appointed by the President promptly after the Annual Meeting. The duties of the Finance Committee shall be to:

1. Recommend to the Board of Directors membership dues. Develop an economic development plan to generate funds and other resources for the support of "The 100".
2. Develop and submit an operating budget for consideration by the Board of Directors for the efficient operation of the organization.
3. Establish procedures for the effective and efficient monitoring of the operating budget.

### MEMBERSHIP COMMITTEE

The Membership Committee shall consist of the Chair and no more than seven (7) members from the general membership. The Membership Committee shall: Identify, recruit interview, and recommend to the Board of Directors persons interested and sponsored by members, for membership in the organization. The Committee shall be appointed by the President promptly after the Annual Meeting. The Committee shall design, develop and implement a plan for recruitment and retention of members.

### NOMINATION COMMITTEE

The Nominating Committee shall be a committee of no more than five (5) members. The Nominating Committee shall be appointed by the President and confirmed by the Board of Directors.

The duties of the Nominating Committee shall be to:

1. Maintain a current list of potential candidates to insure the best possible slate of officers and Directors.
2. Present a slate of candidates at the Annual Meeting which will include nominations for the following;
  - a. Replacing members of the Board of Directors whose terms have expired or where vacancies have occurred.
  - b. Officers of "The100"

Vacancies occurring on the Board between Annual Meetings of the members shall be filled by a member(s) elected by the Board of Directors from a slate of candidates provided by the Nominating Committee.

### PROGRAMS COMMITTEE

The Programs Committee shall consist of the Chair and no more than seven (7) members from the membership. The Programs Committee shall be responsible for developing, seeking out, coordinating, implementing and recommending programs, projects or other special events and social activities to the Board of Directors and the membership. All programs must relate to the mission, goals and objectives of "The 100". The Committee shall be appointed by the President after the Annual Meeting.

### MENTOR TUTOR COMMITTEE

The Mentor/Tutor Committee shall consist of the Chair and no less than five (5) members from the membership. Subject to the Board of Directors, the Mentor/Tutor Committee shall be responsible for the development and implementation of all mentor/tutor programs operated by "The 100". The Committee shall be appointed by the President promptly after the Annual Meeting.

### ECONOMIC DEVELOPMENT

A strategy identified in the Strategic Plan is to "Encourage Economic Development within our Community". This strategy will focus on establishing partnerships to support youth economic literacy, as well as partnering with individuals/organizations to sponsor economic development seminars.

### HEALTH AND WELLNESS

Another strategy identified in the Strategic Plan is to "Encourage Health and Wellness in Our Community". This committee is responsible for engaging "The 100" in partnerships with individual/ organizations to promote health and wellness initiatives.