



## COMMITTEE CHARTERS

### Constitution & By-Laws Committee

**Mission:** To ensure the Association has up-to-date foundational documents that underpin the organization from the standpoint of having a clear and compelling purpose, maintaining an appropriate organizational structure that allows for efficient and effective operation, and having broad operating guidelines to assist the Board of Directors and the Members at large.

- Periodically review the Constitution & By-Laws for appropriate updating.
- Consider any suggestions from Members for changes or updates to the Constitution & By-Laws.
- Recommend to the Board of Directors changes to the Constitution & By-Laws and facilitate proper procedures for securing Member approval.
- Provide guidance to the Board of Directors vis-à-vis rules and procedures documented in the Constitution & By-Laws.

### Nominating Committee

**Mission:** Provide the Association with a slate set of Board of Director candidates who possess an appropriate set of management and leadership skills and can ensure the Association grows and achieves its overall purpose and objectives.

- Assess Membership for potential leaders and competent Board candidates.
- Lobby potential candidates to secure Board participation.
- Annually recommend a competent and qualified slate of Board candidates to the Membership.

## **Awards Committee**

- Mission: Recognize Association Members who make unique and/or extraordinary contributions to the Association in support of its overall purpose and specific objectives.
- Determine appropriate awards to grant and define the scope and criteria for each award. Create a standard for award qualification and selection similar to the “Person of The Year” Award.
  - Identify Members worthy of Award consideration and assess their achievements, contributions and qualifications.
  - Recommend to the Board of Directors Awards to be presented and Award recipients.

## **DIABLO Committee**

- Mission: Spearhead quarterly publication of an impactful Association newsletter that is a key tool for the Association to connect its Members and accomplish its overall purpose and specific organizational objectives.
- Ensure quarterly publication schedules are achieved.
  - Ensure an overall professional publication in terms of aesthetics, use of logos/graphics/photos, overall readability, and electronic portability.
  - Adopt a standardized format in terms of look and content that is consistent with achieving the Association’s membership goals and communication/outreach objectives. Periodically update such format.
  - Establish an annual “Editorial Calendar” that allows for more efficient planning, on-time publication, and improved content.
  - Sync hard-copy newsletter publication with expanded electronic publication on the Association website and key social media outlets.

## **Finance Committee**

- Mission: Provide coordination, structure and oversight for Association financial planning and execution. Ensure optimum resource allocation consistent with achieving the Associations overall purpose and specific objectives.
- Coordinate with Reunion Chairs and Committee Chairs to ensure financial budgets and reports capture all income and expense flows.
  - Assess feasibility and probability of achieving various income and expense objectives and review appropriate scenarios when finalizing budgets and plans.
  - Ensure presentation of draft Annual Operating Budgets and draft Rolling 3-Year Financial Plan to the Board of Directors by 15 October each year.

Assure that Annual Operating Budgets and 3-Year Financial Plan are approved by 15 December each year.

- Provide spending guidelines and/or limits to Reunion Chairs and Committee Chairs as appropriate.
- Ensure Quarterly Financial Reports are available to the Board of Directors and the Membership within 45 days of the end of a calendar quarter.
- Ensure all statutory reporting is completed accurately and on-time.

## **Other Possible Future Committees**

### **Reunion Committee**

Mission: To plan and execute the Annual Reunion for the Association. To update and document best practices for annual reunions.

- Cultivate reunion hosts and propose reunion sites and top-level plans to the membership for approval.
- Negotiate Hotel and other Vendor Contracts.
- Develop Advertising Plans for the Annual Reunion.
- Secure Guest Speakers for key Annual Reunion events.
- Develop and publicize a Program of Events for the Annual Reunion.
- Develop and Propose Sponsorship plans for each Reunion (see Budget responsibility below).
- Coordinate with other Committees and with the Board of Directors to develop and update a comprehensive Budget for the Annual Reunion along with a Financial Tracking plan for each Reunion.

### **Membership Committee**

Mission: To sustain the Association and its capability to achieve its overall purpose and specific objectives by recruiting and retaining a larger, more diverse and increasingly active Membership.

- Maintain updated Membership Database that allows for user-friendly searches and sorts and facilitates efficient mail, phone and electronic communication.
- Evaluate and recommend appropriate Membership Dues and Life Membership structures.
- Implement a system for timely collection of Membership Dues and track overall collection success rates.
- Recommend targeted Member Recruitment initiatives along with proposed spending budgets and recruitment objectives.

- Ensure consistent publication of Membership Rosters across all outlets, including the Association website, the DIABLO newsletter, Reunion programs and posters, etc.

## **Education & Outreach Committee**

Mission: To document, maintain and disseminate educational information on the achievements of all generations of 508<sup>th</sup> PIR paratroopers. To consistently engage with the Association's Membership and the Public at large surrounding educational programs.

- Expand and maintain online information via the Association's website and social media site(s).
- Publish updated bibliographies of 508<sup>th</sup> PIR books and articles.
- Publish educational articles spanning different 508<sup>th</sup> PIR generations in the DIABLO newsletter.
- Develop working partnerships with other airborne educational organizations and museums.
- Develop on-line streaming capability for accessing oral histories of 508<sup>th</sup> PIR veterans.
- Organize periodic educational programs for school children and the general public.
- Coordinate with other Committees and the Board of Directors to develop aligned Budgets for Educational Programs and Outreach (funding and expense plans).