

## **Director of the Year Committee Charter**

**Effective: May 14, 2010**

### **PURPOSE OF COMMITTEE:**

To provide a venue to recognize directors for outstanding performance in the boardroom and behind the scenes that will showcase Corporate Directors Forum in the San Diego business community.

### **COMMITTEE MEMBERSHIP:**

Committee members will be selected and/or approved by the Director of the Year Committee Chair and the Executive Director. Committee members should be members of CDF or invited to participate by special invitation by the Chairman and Executive Director. The number of Committee members shall be at the Chair's and Executive Director's discretion.

### **CHAIR/VICE CHAIR:**

The DOY Chair(s), the Executive Director and the Chair of CDF will concur on the Vice Chair who will then be presented to the Executive Committee for approval. When DOY Chair completes his/her term, the Vice Chair steps in as Chair, pending approval by the full board.

### **COMMITTEE DUTIES (chart of work):**

- Coordinate honoree nominations process
- Coordinate honoree selection process
- To assist in recruiting Host, VIP, Presenting and Supporting & other sponsors
- To assist in all phases of logistics for the event, as assigned by committee Chair and Executive Director
- To provide "on site" management and support at the event
- Conduct an Annual Review of the "lessons learned" and the "Committee's overall performance" for the previous year to be reported to the board at the annual Retreat
- Annual review of nominee category descriptions
- Support the Executive Director in budget management

### **COMMITTEE MEETINGS:**

The Chair of the Director of the Year Steering Committee in conjunction with the Executive Director will be responsible for the agenda. The committee shall be held as deemed necessary by the committee chair, beginning approximately 3 months before the date of judging.