

Program, Budget and Evaluation Committee Charter

Article I. PURPOSE

The Program, Budget and Evaluation Committee is a standing committee of the Board of Directors (“the Board”) of the Corporation for National and Community Service (“the Corporation”), designated by the Chairperson of the Board pursuant to authority granted in Section 2.12 of the Bylaws of the Board. The purposes of the Program, Budget, and Evaluation Committee is to ensure that the Corporation’s programs are being managed in a way that maximizes fulfillment of the Corporation’s mission, including through reviews of the Corporation’s annual budget submission to the Office of Management and Budget, the Corporation’s Strategic Plan, and research on or evaluations of the Corporation’s programs.

Article II. COMPOSITION

The Committee shall be composed of two or more members all of whom will also be members of the Board. Members will be designated by the Chairperson of the Board. The Chairperson of the Board will designate a Chairperson of the Committee.

Article III. RESPONSIBILITIES

Section 3.01 Planning

- (1) The Committee will coordinate development, review, and make a recommendation to the full Board regarding the Corporation’s Strategic Plan, prepared by the CEO, including annual updates of the plan.
- (2) The Committee will use staff briefings, performance reports, budget consultations, annual strategic plan updates, and annual program plans to inform strategic planning.
- (3) The Committee will inform and advise the full Board on matters related to strategy and planning.

Section 3.02 Budget

- (1) The Committee will review the Corporation’s annual budget prior to its submission to the Office of Management and Budget.
- (2) The Committee will engage with Members of Congress on issues related to Appropriations, as appropriate.

Section 3.03 Program Performance and Evaluation

- (1) The Committee will review Corporation operations to ensure that the appropriate means to measure performance in the areas of customer service, grant-making, and Corporation program and mission accomplishments are in place.

- (2) The Committee will review staff briefings, performance measures, independent studies, Corporation-commissioned evaluations, strategic plan targets, customer service surveys, grant-making metrics, and other surveys, research studies, and evaluations to determine if the Corporation is successfully accomplishing its mission, meeting focused target areas, and operating within the principles outlined in the Corporation's strategic plan.
- (3) The Committee will review proposals prepared by the CEO regarding the regulations, standards, policies, procedures, programs, and initiatives of the Corporation.
- (4) The Committee will inform and advise the full Board on matters relating to the Corporation's performance in the areas of accomplishing the Corporation's mission, fulfilling the goals outlined in the Strategic Plan, and accomplishing Corporation program, grant-making, and customer service goals.
- (5) The Committee will make recommendations to the full Board regarding a program of research for the Corporation with respect to national and community service programs, including service-learning programs.

Article IV. RESOURCES AND AUTHORITY

The CEO shall provide the Committee with support as necessary and shall ensure cooperation with requests made by the Committee for necessary information.

Article V. MEETINGS AND REPORTS

Section 5.01 Meetings:

The Committee shall meet periodically, as determined by the Committee Chairperson.

Section 5.02 Reports:

The Chairperson shall report on the Committee's activities and make recommendations to the Board at public Board meetings and at other times as necessary.