

STANDING COMMITTEE CHARTER

CONTRACT MANAGEMENT LEADERSHIP DEVELOPMENT PROGRAM OVERSIGHT COMMITTEE

SCOPE

The Contract Management Leadership Development Program Oversight Committee oversees the design and performance of the Contract Management Leadership Development Program, including the approval of curriculum, review and selection of program applicants and mentors, and program assessment.

ROLES AND RESPONSIBILITIES

The Committee Chairperson will be appointed in accordance with Association policies. Committee members may be from the Board of Directors or the general membership.

The committee will:

- Review and approve program curricula.
- Establish and modify program admission criteria.
- Review program applicants, and select candidates for admission to the program.
- Review mentor applications, and select mentors for involvement in the program.
- Assess the program, and recommend program changes in curricula content, administrative processes, scheduling, mentoring or instruction to improve overall program performance.
- Report activities and assessments to the Board of Directors.

The staff will:

- Develop program curricula for use in the program.
- Administer program participant and mentor applications.
- Conduct program educational, networking and mentoring activities.
- Obtain participant and mentor feedback for program activities for the committee's use in program assessment.

PERFORMANCE SCHEDULE

The Committee should report its activities to the Board of Directors periodically as directed by the President.

Call for program participant and mentor applications shall be published in January.

Program admission selections shall be published in April.

Program activities shall begin no later than the Leadership Summit and conclude no later than one year later.