VP Draft 9/2025

PROGRAM STRATEGY ALIGNMENT COMMITTEE CHARTER

Effective as of [ ], 2026

1.0 AUTHORITY

This Program Strategy Alignment Committee (the "Program Strategy Alignment Committee") is a committee of the National Board of Directors (the "NBOD" or "Board" or "Directors") established under Section 8.6.5 of the Bylaws of the Society of Hispanic Professional Engineers ("SHPE"). Capitalized terms used in this charter of the Program Strategy Alignment Committee (the "Charter") that are not otherwise defined herein have the meanings given to them in the Bylaws of SHPE.

2.0 PURPOSE

The Program Strategy Alignment Committee ("Committee") is established to ensure that all organizational programs—including membership development, leadership development, and other strategic initiatives—are aligned with the overarching strategic plan. The Committee serves as a bridge between board-level strategic direction and staff-led operational execution in alignment with policy and goals as set by the Board of Directors.

3.0 MEMBERSHIP

The Committee shall consist of board members, SHPE Members in good standing, and may include staff, and subject matter experts as needed. Staff leadership will serve as partners to the committee, ensuring staff expertise informs strategic discussions. There shall be 7 – 10 members on the committee. The Committee Chair will be appointed by the Board Chair, must be a Board Member, and may serve as long as their term on the Board. The Committee Members will be determined by 1) the Committee Chair or 2) The Board's Nominating Committee, serving a minimum of a two-year term or through guidance as determined by current policy.

4.0 MEETINGS AND OPERATIONS

The Committee shall meet at least quarterly, with additional meetings scheduled as needed. Meeting agendas will be prepared in advance, and minutes will be documented and shared with the board.

The Committee will report its findings and recommendations to the Board of Directors as may be needed during a regular board meeting. A formal annual report prior to the end of the fiscal year, or as needed, will be submitted summarizing the committee's strategic observations and recommendations for Board consideration, based on reports prepared by staff.

5.0 RESPONSIBILITIES

- Conduct reviews as may be needed, or at least on an annual basis, of program performance and strategic fit.
- Provide input on strategic priorities for programs as they relate to the Board-approved strategic plan and budget.
- Serve as a liaison between the board, CEO, and operational teams to maintain clarity of roles and responsibilities.
- Draft and recommend policies related to program governance and strategic alignment as may be needed.
- Support communication efforts to inform members about strategic program changes.
- Review and provide input on the evaluation framework prepared by staff to ensure alignment with the Board's strategic goals.
- Review and assess current and proposed programs for alignment with strategic goals.
- Review reports prepared by staff to assess alignment of programs with the strategic plan and provide strategic – level feedback to the Board.
- Collaborate with CEO, staff and other committees to ensure seamless integration of strategic priorities into program design and delivery.
- Monitor and evaluate the effectiveness of programs in achieving strategic outcomes utilizing metrics that are agreed to by the committee and staff and collected by the staff.

6.0 GENERAL PROVISIONS

- The Program Strategy Alignment Committee may establish such subcommittees of its members, as it deems appropriate to assist in its duties, provided that the Program Strategy Alignment Committee shall retain ultimate responsibility for such matters.
- In discharging its role, the Program Strategy Alignment Committee is empowered to inquire into any matter it considers appropriate to carry out its responsibilities, with access to all books, records, and personnel of SHPE and, subject to the direction of the Board, the Program Strategy Alignment Committee is authorized and delegated the authority to act on behalf of the Board with respect to any matter necessary or appropriate to the accomplishment of its purposes.
- While fulfilling its duties, the Program Strategy Alignment Committee may at any time seek advice and assistance from outside legal counsel, accounting or other subject expert advisors as the Program Strategy Alignment Committee deems necessary to carry out its duties on such terms as the Program Strategy Alignment Committee may determine.
- The Program Strategy Alignment Committee shall receive appropriate funding, as it determines, from SHPE for payment of compensation to any independent auditors, outside legal counsel, or accounting or other advisors employed by the Program Strategy Alignment Committee, and for ordinary administrative expenses of the Program Strategy Alignment Committee that are necessary or appropriate in carrying out its duties.
- The Program Strategy Alignment Committee shall conduct an annual performance self-evaluation to ensure that the Program Strategy Alignment Committee is fulfilling its responsibilities and report the results of such evaluation to the governance committee of the Board.