

**INTERNATIONAL ASSOCIATION OF FEMINIST ECONOMICS
BOARD OF DIRECTORS
PROGRAM COMMITTEE CHARTER**

I. PURPOSE AND POWERS

A. The Program Committee (“Committee”) shall assist the Board of the International Association for Feminist Economics (“IAFFE”) in planning for conferences, including but not limited to, making recommendations regarding the allocation of conference funding and coordinating the content of conference programs.

B. The Committee is authorized to carry out the following activities and other actions reasonably related to the Committee’s purposes or assigned by the Board from time to time to the extent permitted by applicable law, regulations, the Articles of Incorporation, and the bylaws, as amended from time to time. Those activities include, but are not limited to:

1. advising on developing, coordinating, and implementing the program for the annual IAFFE conference, including but not limited to, selecting conference theme and plenary speakers;
2. advising on the selection of the papers to be presented at the annual conference. The Program Committee may consider the following factors: (i) the quality of the paper, (ii) whether it’s submitted from a relatively unrepresented geographic area, and (iii) whether the author has a record of limited or no attendance at previous IAFFE conferences;
3. advising on planning aspects of any conference, included but not limited to, workshops, mentoring sessions, , and special panels; and
4. advising on funding opportunities to support conference activities.

C. Additionally, the Committee shall:

1. oversee the work of the Pre-Conference and Mentoring Member Advisory Committee;
2. oversee the work of the Travel Fund Member Advisory Committee
3. oversee the work of any newly created member advisory committees whose purpose relates to the Programs Committee. The Board shall approve the creation and charge of any new member advisory committees;
4. appoint or reappoint annually, within 30 days of the IAFFE annual meeting, members to serve on those member advisory committees over which the Committee has oversight responsibility. In making such appointment or reappointments, the Committee shall consider the opportunity for broad participation by members to serve on the advisory committees; and

5. fill vacancies on such member advisory committees arising throughout the year and may, at any time, designate one or more IAFFE members as alternate members of any member advisory committee who shall be available to fill any such vacancies;
6. designate annually the Chair of those member advisory committees over which the Committee has oversight responsibility. Such designation shall be made within 30 days of the IAFFE annual meeting; and
7. oversee the work of any subcommittee created by this Committee, such subcommittee to consist of some smaller subset of the Committee.

D. In connection with the annual conference and the ASSA meeting each year:

1. the President-Elect shall appoint a member advisory committee, its membership subject to the approval of the Program Committee, to advise on and assist with the ASSA meeting. The President-Elect shall serve as the Chair of such committee; and
2. the President shall appoint a member advisory committee, its membership subject to the approval of the Program Committee, to advise on and assist with the annual conference. The President shall serve as the Chair of such committee.

E. In fulfilling its duties hereunder, the Committee shall have the sole power to retain and terminate such consultants or advisors as it shall deem necessary or appropriate, including the authority to approve the compensation and other terms relating to the retention and termination of such consultants and advisors, subject to the availability of funds therefore specifically allocated in advance for the Committee's use by the Board.

II. COMMITTEE MEMBERSHIP

A. The Committee shall include the President, President-Elect, Treasurer, Secretary, and one local organizer responsible for submitting the proposal (such person to be appointed by the Long-term Site Committee), [and any other directors that the Board appoints to the Committee by resolution of the Board](#), and such number of non-Board members as the Board may determine from time to time, consistent with Art. 5, Section 1 of the Second Amended and Restated Bylaws of IAFFE ("IAFFE Bylaws"). Each Committee member shall be appointed by the Board for renewable annual terms.

B. The members of the Committee shall be appointed or reappointed by the Board at the meeting of the Board immediately prior to each annual meeting of members of IAFFE, subject to their election as directors and/or officers at such annual meeting.

C. Each member of the Committee shall continue as a member thereof until the appointment of her successor by the Board, or until, if earlier, her death, resignation, or removal as a director of IAFFE; provided, however, membership on the Committee shall automatically terminate upon a member ceasing to hold the position in IAFFE that qualified such member for the Committee. If any vacancy shall occur in the Committee for any reason, including an increase in the number of members thereof, the vacancy may be filled at any meeting of the Board.

- D. The Chair of the Committee shall be designated by the Board .
- E. The Secretary of the Committee shall be designated by the Committee members.
- F. The Committee may maintain such subcommittees as necessary.

III. COMMITTEE MEETINGS

A. The Committee shall meet at least two times per year and additionally as circumstances dictate.

B. The Committee may hold its meetings at such time or at such place as it shall determine from time to time. Written notice of such meetings shall be given on at least seven (7) days' notice, unless such notice has been waived. Notice of the written agenda for such meetings shall be provided to each member of the Committee, without exception, not later than the close of business on the third (3rd) day next preceding the day of the meeting. Written notice of the time and place for special meetings of the Committee, along with a statement of the purpose(s) of such meeting, shall be given on at least five (5) days notice, unless such notice has been waived.

C. Whenever written notice is required to be given to any member of the Committee, it may be given to the person either personally or by sending a copy thereof by first class or express mail, postage prepaid, by email, by facsimile transmission or as otherwise permitted by the Act. Any requirement of furnishing prior notice of any meeting shall be deemed to have been waived by any member of the Committee who signs a waiver of notice before, at its commencement or after such meeting, or who attends such meeting without protesting (either prior to or at its commencement) the lack of notice to such member with respect to such meeting.

D. If the Chair of the Committee is not present at any meeting of the Committee, the members of the Committee shall appoint an acting Chair for such meeting.

E. The following procedures shall apply to all Committee meetings:

1. A quorum for meetings shall be a majority of the members, present in person or by telephone or other telecommunications device permitting all persons participating in the meeting to speak and hear each other.
2. The affirmative vote of a majority of the members of the Committee present at a meeting at which a quorum is present shall be the act of the Committee.
3. The Committee may act by unanimous written consent signed by each member of the Committee.
4. The Committee Secretary, such person to be designated by the Committee members, shall keep minutes of its proceedings (including unanimous written consents); these shall be submitted to the IAFFE Office no later than the earlier of (i) thirty days after any Committee meeting or (ii) prior to the two regularly scheduled Board meetings.

5. The Board or any member of the Committee shall have the authority to call meetings of the Committee.

F. The Committee shall provide a brief report on its activities to the Board six (6) weeks prior to each of the two regularly scheduled Board meetings, focusing on major issues and concerns raised during Committee meetings and a summary of motions passed.

APPROVED AND ADOPTED by resolution of the Board on January 7, 2018.



Secretary