



Private Directors Association® - Chicago Chapter Affiliate

Committee Definitions – December 2018

Board Opportunities

The role of the Board Opportunities Committee is to track, publish and heighten awareness through targeted outreach activities of the deep board, executive and professional experience residing within PDA's membership to materially increase the new private company board opportunity flow to membership.

Body of Knowledge

The BOK Committee focuses on improving The Private Directors Association® Body of Knowledge. A BOK represents core teachings, skills, and research important to those who serve as a Director on a Board of Directors. Since the required core competencies and skill sets for almost any profession evolves and changes over the years, its body of knowledge should be both specific and dynamic, in order to incorporate new information and techniques, and maintain relevance.

The Private Directors Association® Body of Knowledge is a compendium of information that focuses on four areas: Governance and Board Operations, Legal Issues, Finance and Accounting, and Strategy and Planning.

Communications, Marketing and Website

To generate and increase more exposure for Private Directors Association through various channels and design marketing procedures/processes for National and future chapters.

Director Development & Referral

The Director Development & Referral Committee assists members who are interested in learning more about the roles and responsibilities of a Private Company Board Member, preparing their resume for a Board search and to be referred to search firms who are engaged in Board searches.

Early Stage

The Early Stage Committee focuses on developing relationships with the owners and CEOs of early stage companies; assisting owners and CEOs in development of Boards of Directors; assisting owners and CEOs in finding Directors for their Boards; educating owners and CEOs on effective board management and governance.

Education

The Education Committee focuses on educational materials and experiences related to effective private company governance in a variety of formats including seminars, publications, white papers and other relevant materials.

Engagement

The Engagement Committee uses the registration list to identify Guests who would like to have questions answered or to be introduced to particular Members; we introduce Guests without requests to Members; we invite all Guests to consider a quick pathway to Membership and invite them to also participate on a Committee where they can make a difference and engage in intimate networking; we welcome all Member registrants for each meeting.

ESOP

The ESOP Committee focuses on educational materials and experiences related to private company governance issues in companies that are partially, or entirely owned, by its employees through an employee stock ownership plan (ESOP), an ERISA regulated defined benefit plan that invests primarily in the stock of the sponsoring privately-held company; focuses on developing relationships with the owners and CEOs of ESOP companies; assisting owners and CEOs in development of Boards of Directors; assisting owners and CEOs in finding Directors for their Boards; educating owners and CEOs on effective board management and governance.

Family Business Centers

Establish relationships with Family Business Centers (FBC) throughout the US and internationally to encourage them to use PDA as a resource when they are searching for Board Members and to use PDA members as speaking and consulting resources for Board related Issues.

Finance and Audit

The Finance and Audit Committee provides assistance to the Board of Directors in fulfilling its oversight responsibility to the members relating to: (1) the integrity of the Association's financial statements, (2) the effectiveness of the Association's internal control over financial reporting, (3) the Association's compliance with legal and regulatory requirements, (4) the independent auditor's qualifications and independence, and (5) the performance of the Association's internal audit function and independent auditor.

Logistics

The Logistics Committee coordinates and reviews all program and event venues including: room layouts; communication and projection equipment; reception; food and beverage. Communicates with PDA Admin about badges and handout materials. Decides on restaurant for "after event dinner" and negotiates set menu and price for approximately 20 attendees including Speakers.

Membership

The Membership Committee develops programs which encourage membership in the Association and Chapter; reviews applications and interviews individuals interested in membership; responsible for communicating with members on annual renewals; works with the Treasurer in setting annual membership fees; works with the Nominating Committee on recommending individuals for Director, Officer, Executive Committee and Committee Chairs.

Middle Market

The Middle Market Committee focuses on developing relationships with the owners and CEOs of middle market companies; assisting owners and CEOs in development of Boards of Directors; assisting owners and CEOs in finding Directors for their Boards; educating owners and CEOs on effective board management and governance.

Model Board Meeting

MBM offers the Owner, Chairman and / or CEO of a private company the opportunity to experience the value that an independent Board of Directors can deliver for shareholders and his or her leadership. This valuable \$10K program is for those strongly considering the creation of an ongoing, independent Board of Directors or Advisory Board.

Nominating and Governance

The Nominating and Governance Committee will perform a leadership role in shaping the PDA Chicago Chapter governance and overseeing the composition, structure, operation and evaluation of the board and its committees. It reports to the Board of Directors, recommends individuals for Director, Officers, Executive Committee, and Committee Chairs.

Private Equity

The Private Equity Committee focuses on developing relationships with the owners and CEOs of Private Equity companies; assisting owners and CEOs in development of Boards of Directors; assisting owners and CEOs in finding Directors for their Boards; educating owners and CEOs on effective board management and governance.

Program and Speaker

The Program and Speaker Committee's focus is to source subjects and presenters to create monthly programs for members and private company owners/managers related to practical experiences in effective private company governance; prepares a budget for approval by the Chapter Board of Directors for speaker and venue costs; annually prepares a calendar of programs for the Chapter in conjunction with the Education Committee; solicit speakers, panel members, moderators for each program event; works with the Sponsorship Committee in developing venues for each program; provide program information to the Communications Committee.

Social Events and Golf Outing

The Social Events Committee creates ideas and a calendar for annual social events; organizes all events; develops, in conjunction with the Communications Committee, communications for the all events; develops a budget for approval by the Chapter Board of Directors; specific events to include, but not limited to, December Holiday Party, Summer Social, Annual Golf Outing.

Sponsorship

The Sponsorship Committee defines requirements for levels of sponsorship; develops benefits which encourage sponsorship of the Chapter; reviews applications and interviews companies interested in sponsorship; responsible for communicating with sponsors on annual renewals; works with the Treasurer in setting annual sponsorship fees; works with the Communications and Marketing committee to provide sponsor logo and other information for communication of sponsorship.

As Chapters are officially chartered in other cities, the Committee will coordinate links to existing Chicago sponsors, and facilitate in gaining Nationals Sponsors as PDA grows nationwide.