

Charter of the Program Excellence Committee

(1) Scope of Responsibilities: The purpose of this committee is to evaluate the effectiveness and compliance of Kairos ministry programs.

(2) Committee tasks:

- a) To evaluate the effectiveness and compliance of the Kairos ministry programs. The tool to evaluate these programs is an Excellence Initiative (EI) that is tailored for each of the three ministry programs. The EI may be interactive in nature at the State Chapter and Advisory Council levels to facilitate updating and reporting results of weekend programs.
- b) The Program Excellence Committee has the responsibility of monitoring the timely submission of these reports and working with State reviewers/State Chairs to ensure reports are done and reviewed. From time to time the committee may be asked to review summary data and provide recommendations to the staff.
- c) Work with the staff to develop a process for assessing the level of compliance with program policies by State Chapters and Advisory Councils. Also, identify priority areas needing improvement in each program.
- d) Report EI results to the Chief Executive Officer of Kairos and Staff Program Coordinators. Also, report EI results to International Council (IC).

(3) Committee Procedures:

- a) The Co-Chair of this Committee shall be appointed by the President of the International Council in consultation with the Chief Executive Officer, and shall be co-chaired by the Chief Executive Officer or their designee.
- b) This Committee shall have up to 11 members, including the Co-Chair. The
- c) members will be appointed by the International Council President and CEO, with input from the Committee Chair.
- d) A roster of members will be maintained by the Committee Co-chair and an update provided to the IC Secretary and Chief Executive Officer no later than three weeks after assuming duty of each year. The Chief Executive Officer and International Council Secretary shall also be advised of any changes of membership on the PEC as they may occur.
- e) Committee meetings will be open to all Kairos volunteers.
- f) Minutes of meetings of this committee shall be submitted to the IC Secretary who will forward the minutes to KPMI and the Secretary of the Board of Directors.

Update – 4/19/17; 2/2021