

MRND 00137

Committee
Zerast

Appendix C

August 22, 2000

SEC Historical Society
Committee Descriptions

Budget and Finance

According to the Bylaws, the duties of the Budget and Finance Committee are to "prepare and report to the Board at the annual meeting of the Trustees a Budget showing the amounts and purposes of the anticipated receipts and expenditures of the Society for the ensuing year". The Budget and Finance Committee will be asked to create a business plan and a budget.

Development

According to the Bylaws, the Development Committee will be "vested with the responsibility of securing general and special purpose contributions to the Society". This committee is key to the success of the Society. Its function will be to secure major financing for the Society through contacts with entities such as law firms, accounting firms, banks, investment banks, exchanges, the NASD, and foundations. The category of Institutional Member has been established to secure annual contributions in relatively small amounts, but obtaining large contributions and special program support from institutions will be a major part of this committee's responsibility.

Membership

According to the Bylaws, the Membership Committee "shall be vested with the responsibility of recruiting new Members, and suggesting and organizing activities for the Membership." The phrase "recruiting new Members, and suggesting and organizing activities" carries with it two levels of duties. First the committee will be responsible for soliciting individual members who will provide continuing financial support for the Society. The second level will be to suggest activities, including an annual meeting of members and participation in other events. The Publications Committee will produce a newsletter and that the Program Committee will plan events, so coordination with those two committees will also be necessary.

Program

According to the Bylaws, the duties of the Program Committee are to "plan and coordinate programs for the Society which shall be designed to advance the purposes of the Society and maintain its prominence, either alone or in cooperation with others." Initially, the committee will assist in planning the proposed SEC Major Issues Conference, currently being discussed with the Commission. It will also supervise the oral histories project.