

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.3.2

EXECUTIVE COMMITTEE

1/17/2011

Purpose:

The purpose of the Executive Committee (EC) shall be to provide management oversight including appropriate action for items important to the functioning of White Bluff Chapel (WBC), but that are not the responsibility of any standing committee or position, and to handle unexpected issues that may arise and need attention on behalf of the Chapel. The EC shall be composed of the Chair, Vice Chair, and Secretary of the Board of Trustees, as well as the WBC Treasurer.

Responsibilities:

The EC shall administer WBC policies and areas of business not assigned to other committees or positions. Specific examples are:

- Insurance - Insurance of any nature for the WBC property and employees.
- Property - All business matters pertaining to ownership, purchase, trade, sale, lease, etc.
- Legal, General - All legal matters relating to WBC, including State of Texas enabling and operating documentation, and agreements or memos of understanding with other parties.

Administrative:

- The Chair of the Board of Trustees shall serve as the Chair of the EC, and will call the committee to meet whenever there is a perceived need for attention to such matters.
- Any actions taken as a result of Executive Committee meetings will be reported to the Board of Trustees for record and, where appropriate, approval.