

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.7

TEMPORARY SPECIAL PURPOSE COMMITTEE

1/17/2011

Purpose:

Occasionally, the need may arise to form a temporary committee to handle a special need or project that does not fall under the responsibilities of the standing committees.

Examples of such committees that have been chartered in the past are:

- Committee to Organize the Tenth Year Celebration
- Committee to Assess Future Building Needs
- Committee to develop the original "Organization and Procedures Manual"
- Staff Search Committee
- Committee to develop Child Protection Procedures

Administrative:

- The potential need for a special committee should be brought to the attention of the Board of Trustees for consideration.
- The Board will decide:
 - Whether or not to authorize the committee
 - Who will chair the committee, and who selects additional members
 - What the committee's charter and boundaries are
 - Timelines or deadlines, if appropriate
- If requested, the Board will consider and authorize funds
- The Board may designate one of the Trustees to serve as a contact person for interface between the committee and the Board
- The committee will disband when its charter and objectives are completed.