

AD HOC COMMITTEES

Revised August 2012

I. OBJECTIVES AND RESPONSIBILITIES

The President may establish Ad Hoc committees as needed and delegate them to the Executive Vice President.

II. ORGANIZATION

The committee is established for a specific purpose and the Executive VP becomes the committee manager. The committee manager may appoint members to the committee. Current Ad Hoc Committees are

- Strategic Planning
- Harris County Archives

III. GUIDELINES

- Meet with the former manager to obtain records and discuss duties and responsibilities.
- Appoint additional committee members as necessary.
- Prepare the objectives, goals and budget for the year.
- Manage the functions of the committee.
- Submit status reports and recommendations to the vice president for reporting to the Board of Directors if unable to attend meeting.
- Attend the monthly Board of Directors meetings as necessary.
- Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES

To be determined to accomplish the purpose of the Ad Hoc Committee

V. FINANCIAL

All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP's, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.