

## AD HOC COMMITTEE

Revised June 2015

**PURPOSE** Achieve a specific goal or mission as assigned by the President. The President shall establish Ad Hoc Committees as needed and shall designate a Chair, members, responsibilities, and specific terms of the committee assignment(s).

### **RESPONSIBILITIES**

1. Perform research, conduct studies, and/or pursue activities necessary to achieve the Committee's purpose.
2. As requested by the President, prepare and submit periodic reports concerning progress and related Committee activities.
3. The Chair or designee shall prepare and present an Ad Hoc Committee Report at the Annual Conference summarizing the Committee's purpose and activity. The written report must be prepared consistent with the Secretary's prescribed requirements.
4. Changes to the above procedures may be recommended during the conference year, if deemed necessary and appropriate.
5. The Chair may be designated as a full member of the Governing Documents Committee at the discretion of the President.