

Arlington Duplicate Bridge Club
Special Committees and Appointments
(Appendix C to Club By-Laws)

Special committees and appointments will be established as deemed necessary by the Board. The chair of each special committee and special appointments shall be made by the President with the approval of the Board of Directors. The committee chair or special appointee may or may not be a member of the Board.

For each special committee formed or appointment made, the Board will establish a “charter” (as applicable) that will provide details, guidance, and expectations for the committee or appointee. The committee/appointee charter will include, but is not limited to:

1. Committee or Appointment Title
2. Date established
3. Ending date/event
4. Mission statement
5. Chair or special appointee
6. Authority being delegated
7. Reporting requirements
8. Board Point of Contact
9. Special instructions

The following special committees and special appointments are examples of those typically in force for ADBC:

- A. Committee or appointee to review Financial Statements and/or Internal Controls

B. Bylaws Review Committee

C. Decorating Committee

D. Club Manager

E. Webmaster

F. Tournament Chairperson

G. Club Policies Committee