

**DESIGN FOR THE STANDING COMMITTEE  
COMMITTEES DIRECTLY RELATED  
TO THE BOARD OF TRUSTEES**

**LOCAL ARRANGEMENTS COMMITTEE**

A Local Arrangements Committee Manual has been developed and approved by the Board of Trustees.

**NOMINATING COMMITTEE**

The "Articles of Operation" details the design of the Nominating Committee.

**PROGRAM PLANNING COMMITTEE**

The "Articles of Operation" details the responsibilities of the Executive Committee as the Program Planning Committee. The Executive Committee shall arrange for the Biennial Session, making use of the regular program planning channels of Christian Church (Disciples of Christ) and appointing such committees as are necessary to fulfill the purposes of the National Convocation.

**STANDING COMMITTEES OF THE  
BOARD OF TRUSTEES**

**EXECUTIVE COMMITTEE**

**A. PERSONNEL COMMITTEE**

Role and Function:

To recommend responsibilities and standards of performance for the Administrative Secretary.

To annually evaluate the Administrative Secretary.

To participate in the search for an Administrative Secretary when that office becomes vacant.

**Relationships:** Reports to the Board of Trustees of the National Convocation.

**Leadership:** Chaired by the President of the National Convocation.

**Membership:** The Executive Committee of the National Convocation.

**B. SITE SELECTION COMMITTEE**

Role and Function: To research, analyze, and recommend future sites for the Biennial Session of the National Convocation.

**Relationships:** Reports to the Board of Trustees.

**Leadership:** President of the Board of Trustees.

**Membership:** The Executive Committee of the National Convocation.

**C. WORSHIP COMMITTEE**

Role and Function: To design the worship services for the Biennial Session.

**Relationship:** Reports to the Board of Trustees.

**Leadership:** President of the Board of Trustees.

**Membership:** The Executive Committee of the National Convocation.

### **PROGRAM AUDIT COMMITTEE**

**Role and Function:** To hold in review the whole work of the Christian Church as related primarily to African American constituents; and to review, correlate, and evaluate plans and programs of the various units for a more meaningful, significant and effective witness of the church.

**Relationship:** Reports directly to the Board of Trustees.

**Leadership:** Chaired by the President of the Board.

**Membership:** Three trustees in addition to the chair.

**Staffed by:** The Disciples Women Merger Staff person.

### **BIENNIAL SESSION COMMITTEE**

**Role and Function:** To recommend enhancements/refinements of the "Block Design" developed by the "Program Planning Committee" and workshops.

**Relationship:** Reports to the Board of Trustees.

**Leadership:** Chaired by the Vice President of the Board.

**Membership:** The trustees in addition to the chair.

**Staffed by:** The Christian Education Merger Staff person.

### **BUDGET AND INVESTMENT COMMITTEE**

**Role and Function:** To monitor the budget in accord with policies established by the Board of Trustees of the National Christian Missionary Convention.

To monitor the receipts and disbursements of National Convocation funds.

To review the annual budget recommendations of the Administrative Secretary and make recommendations to the Board of Trustees.

To establish investment guidelines and make recommendations on investments of NCMC funds.

**Relationship:** Reports to the Board of Trustees of the National Christian Missionary Convention and the Board of Trustees of the National Convocation.

**Leadership:** Chaired by the Treasurer of the Board of Trustees of the National Convocation.

**Membership:** Two trustees in addition to the chair

**Staffed by:** The Administrative Secretary.

### **STRATEGIC PLANNING COMMITTEE**

**Role and Function:** To recommend: 1.) modification in mission; 2.) to address critical needs affecting that mission; 3.) to identify leadership needs to affect that mission; 4.) to develop refinements of understanding of reality, vision and journey.

**Relationship:** Reports to the Board of Trustees.

**Leadership and Membership:** Appointed by the President of the Board of Trustees.

**Staffed by:** The Evangelism Merger Staff Person.