

**THREE RIVERS COLLEGE  
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0360 Board Committees	Page 1 of 2
Associated Regulation:	
References:	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 09-21-2016

The board may appoint committees to assist in carrying out the board's responsibilities. However, the board shall not delegate those functions which by law must be exercised by the board of trustees or have been delegated to the college president.

**Committee Guidelines**

1. Committees created by the board of trustees will be assigned specific tasks to be performed and will be assigned a specific time frame within which to accomplish assigned tasks.
2. To assure that special board committees, when appointed, have a well-defined objective and that there is an understanding the committee serves in an advisory capacity only.
3. Upon completion of these tasks or upon expiration of the time allotted, the board committee will be dissolved unless extended by the board.
4. Reports of board committees will be submitted in written form to the board chair and may be presented verbally at a board meeting at the discretion of the board.

**Committee Meetings**

Meetings of committees appointed by the board or at the board's direction including advisory committees appointed for the specific purpose of recommending policy, policy revisions, or expenditures of public funds to the board or to the college president will comply with the notice and open meeting provision applicable to board meetings. The recording secretary of the board of trustees will maintain a current list of such advisory committees.

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**DOCUMENT HISTORY:**

**10-15-2009:** Initial approval of policy BP 0360 Board Committees.

**09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.