

**ATTACHMENT A TO POLICY 8001
DOCUMENT REVIEW COMMITTEE**

In order to effectively accomplish the mission of The United States Pony Clubs, Inc., and to provide greater organizational representation, the Board of Governors realizes that a Document Review Committee is necessary.

A. Committee Membership. In addition to the membership requirements of the Policy 8001, Regional Administration Council Committees, the Document Review Committee has the following specific membership requirements: a committee member representing the Leadership Education and Support Committee.

B. Responsibilities and Tasks.

1. Work with national office staff to establish a list of documents and forms used by Regional Administration and Member Services.
2. Maintain this list by type of form/document, identification of staff or committee responsibility for document, time frame for revisions and if other department/committee review is needed.
3. Regularly review guides, handbooks and forms used by clubs, centers and regions for changes and corrections.
4. Make recommendations for appropriate changes and then revise as approved.
5. May work with Club/Region Policy/Guideline Committee with review of Policy templates and Guideline information.
6. Complete other projects as identified or assigned by the Vice-President of Regional Administration.

C. Reporting and Representation.

1. The Document Review Committee reports to the Vice-President of Regional Administration (VPRA). A written report is expected at least three times per year, usually prior to the submission of the Vice-President's report to the Board of Governors, in a format as decided by the Vice-President. The Vice-President may also require additional reports, written or oral.
2. The Document Revision Committee must provide representation to the following: other committee(s) as directed or assigned by the VPRA.