

ATTACHMENT E TO POLICY 1250

GOVERNANCE 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 Governance Committee is necessary, created by Board resolution that establishes the name, nature, function, and tenure.

A. **Committee Membership.** In addition to the membership requirements of Policy 1250, Committees of the Board of Governors, the Governance Committee shall have a member who is also a member of the Policy Committee. Members or representatives from other committees may be assigned as directed while working on specific tasks.

B. **Responsibilities and Tasks.**

1. Provide orientation and continuing education programs for members of the Board of Governors, and the Advisory Committee.

- a. The Governance Committee develops and implements an orientation program and mentor procedures that includes information provided prior to election and during the first cycle of board activity (usually one year) for new members.
 - b. The Governance Committee develops and implements an ongoing education program for the Board and Committees that enhances their knowledge of governance and their duties and responsibilities to USPC. The Governance Committee may provide specific education for other groups such as the Nominating Committee or National Youth Board as requested or required by the Board or President.
 - c. The Governance Committee shall work closely with the President, Executive Director and the Board of Governors to identify topics to address in orientation or ongoing education, in areas such as compliance, fiduciary responsibilities, child protection, risk management, grievance procedures, etc.
2. The Governance Committee shall serve as the official “arbitrator” on matters requiring an interpretation of the By-Laws. In these situations, the Governance Committee shall initiate a review of those sections of the By-Laws that require arbitration.
3. The Governance Committee shall develop a process that enables the evaluation of the performance of the Board of Governors, its appointed committees and officers.
- a. The Governance Committee shall be prepared to recommend changes as indicated from these evaluations.
 - b. At the request of the President, the Board, or another entity within the Corporation, the Governance Committee shall help other entities develop a process of analysis and evaluation.
4. The Governance Committee shall provide ongoing counsel to the President, Executive Director and other Board members on steps to be taken to enhance Board effectiveness.

C. **Reporting and Representation.**

1. The Governance Committee reports to the Board of Governors with a coordinating and advisory relationship to the President. The Chair of the Governance Committee shall provide a report of committee activities at each meeting of the Board of Governors.
2. The Governance Committee must provide representation to the following: Policy Committee and to others as directed or warranted.