

**UNITED STATES PONY CLUBS
RESOLUTION #9**

SUBJECT: STANDING COMMITTEES OF THE BOARD OF GOVERNORS

EFFECTIVE DATE: 10/24/2020

- I. MEMBERSHIP:** Each Committee member is to have committed interest in the improvement of USPC in an expert or contributory way and meet compliance requirements as specified in [Committee Member Agreement](#) and policies [0710 0900](#) and their procedures.
- a. **Appointments:** Chairs and Committee members are nominated by the President and confirmed by the Board of Governors at the first meeting of the Board following the USPC Annual Convention, with the exception of the Equine Symposium and Convention Committee (“ESC”) which is confirmed at the May board meeting. The Chair may appoint up to (2) two resource (ESC: (3) three) people to serve in an advisory capacity.
 - b. **Terms** for members, other than Department heads, are limited to 3 consecutive years, unless a member is appointed Chairperson. Committee Chairs may serve for three consecutive years as Chairperson. After 3 years, in unusual circumstances Committee members or Chairs may be reappointed annually with the approval of the President and serve additional 1-year terms up to a maximum of 6 years in that role. Resource people serve 1 year terms.
 - c. **Number** of members should typically be between 5-9, with the exception of the ESC, with approximately 1/3 of the membership revolving off each year in order to offer continuity and innovation to the work of the committee. Resource people are not considered members of the committee but may participate in committee work and deliberations of the committee.
 - d. **The President** of USPC, and the **Executive Director**, or his/her designee, are ex-officio members of all Standing Board Committees.
 - e. **Membership and Representation:**
All Standing Committees will provide representation to other committees as warranted.

	COMMITTEE	SPECIFIC REQUIREMENTS FOR MEMBERSHIP	PROVIDES REPRESENTATION TO:
1	Audit	One is a "financial expert". Treasurer is not on this committee	
2	Development	Representatives from Marketing and Communications ("M&C") and Finance	Chair attends PAC
3	Equine Symposium and Convention ("ESC")	Organizers from past, current, and future ESC, plus Dept Heads from Activities, Marketing, Regional Admin, and Finance. May have 3 at large members.	Chair attends PAC
4	Finance	Treasurer (Chair) and First Vice President	Chair attends PAC, provides representation to Development and Strategic Planning
5	Governance		
6	Marketing and Communications ("M&C")	Representative from Development	Chair attends PAC
7	Safety	Reps from Horse Management Committee; Activities and Instruction Councils	Chair attends PAC; provides representation to Horse Mgt Committee; and Activities and Instruction Councils
8	Strategic Planning	Reps from Activities, Instruction and Regional Administration Councils	Chair attends PAC

II. **REPORTING:**

All Standing Committees report via the Chairperson to the Board of Governors with a coordinating and advisory relationship to the President. A written report is expected at least three times per year, usually prior to the meeting of the Board of Governors, in a format as decided by the Board. The Board or the President may also require additional reports, written or oral.

III. **DUTIES AND RESPONSIBILITIES:** All Committees work in collaboration with and act on matters at the request of the President and Board of Governors; collaborate with other Standing Committees and the Executive Director as directed or warranted; and with the Directors and staff at the National Office as warranted and in consultation with the Executive Director.

- A. **Audit:** Assists the Board of Governors in fulfilling its oversight responsibilities with respect to (i) the annual financial information to be provided to corporate members; (ii) the system of internal controls that management has established; and (iii) the internal and external audit process. Audit is responsible for the engagement, compensation, retention, oversight, and termination of engagement of any independent auditor employed by USPC. The Audit Committee has the authority to investigate any matter or activity involving financial accounting and financial reporting, as well as the internal control of USPC, and in that regard has the authority to approve the retention of external professionals to render advice and counsel in such matters. Serves as an avenue for communication between internal and independent auditors, financial management and the Board.
- B. **Development:** Oversees and implements all fundraising efforts of the organization including but not limited to the Annual Fund, Endowment, special programs, Restricted Funds and capital campaigns. Supports fundraising efforts of the clubs and regions as well as programs such as the International Exchange and National Youth Congress. All committee members are expected to financially support fundraising efforts each year.
- C. **Equine Symposium and Convention:** Collaborates to provide consistency in the organizational and promotional aspects of the Equine Symposium and Convention (ESC), as well as guidance in the organization and structure of the ESC. Serves as a sounding board for ideas and/or changes to the ESC. Promotes cooperative relationships, communications and teamwork among the committees and the program components of USPC, Inc. to maintain and strengthen relationships among staff and volunteers while working on the ESC.
- D. **Finance:** Advises the Treasurer on matters of investment and reports to the Board of Governors on its investment policy. The Finance Committee has the authority to buy, sell, and exchange securities and financial instruments in the name of USPC upon consultation with the Investment Advisor. The Finance Committee serves in a comptroller capacity, including preparation for Board approval, and implementation of an annual budget. They review regularly the current financial condition of the organization and advise the President as appropriate.
Personnel and compensation is a sub-committee of Finance and shall review all recommendations as to staffing needs of USPC, review recommendations for compensation for employees of USPC, including salaries and benefits, and shall recommend desirable changes to the Finance and Executive Committees.
- E. **Governance:** Works with the President, Executive Director and the Board of Governors to provide orientation for new members and continuing education programs for the Board of Governors and the Advisory Committee, as well as the National Youth Board if requested, to enhance the knowledge of governance and duties and responsibilities to USPC. This Committee reviews the By-Laws and Policies of USPC, Inc., recommends to the Board of Governors any additions or amendments, and serves as the official “arbitrator” on matters requiring an interpretation of the By-Laws. Governance shall initiate a review of those sections of the By-Laws that required arbitration. The committee will work to develop a process that enables the evaluation of the performance of the Board of Governors, its appointed committees and officers and recommend changes as indicated from these evaluations. Provides ongoing counsel on steps to enhance Board effectiveness.
- F. **Marketing and Communications** Develops new ways to promote USPC and its programs via publications, periodicals, social media and all other media outlets. Maintains current and develops new outreach with other equine organizations. Recruits appropriate advertisements and communications for USPC materials. Develops means to improve communications for and during National events and meetings. Offers committee member representation at the Equine Symposium and Convention, the

Annual Meeting of the Corporation, Festival, Championships, and any other promotional and educational events or functions as directed.

- G. **Safety** promotes and educates best practices for riding and working with horses and other associated activities, oversees and promotes the education of all persons associated with any USPC organizational activity in the methods of incidence/accident avoidance. Provides analysis of yearly incident tracking to assist with identifying training requirements and other safety educational programming. Reviews USPC Rulebooks, Standards of Proficiency and other USPC documentation, written or otherwise as appropriate. Address and make recommendations for the development of Incident Management Plans (IMP). Oversee and manage the annual reporting of the USPC incident reporting process in order to determine trends, and areas for improvement. Provide material and education (workshops, etc.) to help educate leaders, members, instructors, and parents that safety is responsible behavior. Bring new safety initiatives forward for education and consideration by the Board of Governors.
- H. **Strategic Planning** in coordination with the Board of Governors, develops and maintains an organizational strategic plan. Oversees and facilitates reporting on progress toward attainment of strategic plan goals. Organizes and implements annual “Strategic Thinking” activity during the May Board of Governors meeting to engage the Board and staff in development, assessment, and/or modification of organizational strategic goals. Leads outreach activities to help socialize current strategic plan and goals across the organization, including members and volunteer leaders at the national, regional, and local levels.



Established: _____ Date: 10/24/2020

(Signature of Board President)

Printed Name of Board President: H. Benjamin Duke III