33i. COMMITTEE COMMISSIONS

**Audit and Budget Committee/General Charge (Role)**

**Approved 2/26/2013, Amended 9/16/2013, Amended 9/16/2014, Amended 9/8/2015.**

The audit and budget committee is commissioned by and responsible to the USSEC Board of Directors. It assists the Board in ensuring the organization’s fiscal health. It is chaired by the Treasurer and is appointed by the Board to oversee the reporting process and ensure the compliance, transparency and integrity of the organization’s published financial information.

Specific Responsibilities:

1. Responsible for oversight of the USSEC budget and appropriate communication of the same with the full board.
2. Oversee the financial recording and reporting process implemented by management and ensure all procedures are consistent with General Accepted Accounting Practices (GAAP) and the requirements of nonprofit organizations under the Sarbanes-Oxley Act.
3. Understands the controls and processes implemented by management to ensure that the financial statements derive from the underlying financial systems comply with relevant standards and requirements, and are subject to appropriate management and Board review.
4. Review the budgets, interim financial statements, annual financial statement and annual report. The Treasurer will discuss the most current reports to the Board prior to and/or at each Board meeting.
5. Recommend outside auditor for Board approval and oversee individual or entity.
6. Meet with management and/or external auditors to review the financial statements, key accounting policies, the reasonableness of significant judgments and the results of the audit.
7. Review the findings of any examinations by regulatory agencies.
8. Serve as the forum for discussion of matters which significantly impact financial situation.
9. Recommend business and finance priorities and policies to the Board for approval.
10. Actively participate in the Budget Planning Process.
11. Ensure compliance with federal, state and other requirements related to the organization’s finance.
12. Ensure the IRS Form 990, other forms and employment and other taxes required by government entities are filed completely, correctly and on time.
13. Ensure the Board reviews the IRS Form 990, annual audit and other budgets as required.
14. Ensure the organization has the proper risk-management provisions in place.
15. Provide copy of committee meeting agenda to Executive Committee.
16. Provide committee reports to Board.

Appointments and Composition:

1. The Audit and Budget Committee will be comprised of three (or more) Board members appointed by the USSEC Board Chairman plus the Treasurer who shall serve as chairperson.
2. Prior experience with budgetary management is also helpful.

The Audit and Budget Committee will meet at least four times per year (once per quarter in person or via teleconference call) to approve a recommended budget to the Board and to review the status of fulfilling its commission.

Staff Support - Chief Financial Officer

Governance Committee/General Charge (Role)

The Governance Committee is commissioned by, and responsible to, the USSEC Board of Directors. Its' primary function is to maintain quality assurance of the Board by examining how the Board functions, how Board members communicate and whether the Board is fulfilling its responsibilities and living up to the objectives and aspirations set for itself and the organization. The committee will nurture and develop the Board.

Specific Responsibilities

1. Lead the Board in regularly reviewing and updating the Board’s statement of its role and areas of responsibility and the expectation of individual Board members
2. Ensure policies, procedures and bylaws are updated.
3. Ensure effective, ongoing, strategic and performance management.
4. Lead the Board in regularly reviewing and updating the Board’s job descriptions and what is expected of individual Board members.
5. Ensure a comprehensive orientation program for new Board members and continue the education of all members on their responsibilities.
6. Oversee the development and implementation of a comprehensive plan for nurturing, training, team building and developing the Board.
7. Ensure that the Board regularly engages in self-assessment, as individual Board members and as a whole Board for improving effectiveness.
8. Ensure appropriate steps to address assessment results.
9. Provide copy of committee meeting agenda to Executive Committee
10. Provide committee meeting report to Board

Appointments and Composition

The Governance Committee shall be composed of at least four (4) Board members, one member from each subclass. The committee and the committee chair shall be appointed by the Board Chairperson. The committee will meet a minimum of two times per year in person or via teleconference call at least two weeks prior to the board meeting.

Staff Support: Executive Assistant and COO

Membership/Industry Relations Committee/General Charge (Role)

The Membership/Industry Relations Committee provides the USSEC Board of Directors with recommendations regarding policies and strategies relating to membership recruitment and retention. The committee encourages, promotes and maintains membership in the Association as well as to process and maintain the membership records. The Committee recommends policies, procedures, and initiatives to assure a growing and vital membership organization.

Specific Responsibilities

1. Determine the focus, objectives and projects of the committee to support a clear strategic focus for the organization.
2. Devise and recommend proposed changes in membership regulations to the Board.
3. Promote membership and industry participation
4. Provide input to the staff lead and Chief Executive Officer on strategies and projects required to achieve the committee’s objectives.
5. Oversee and review annual membership recruitment and retention plan.
6. Ensure a central database is maintained and updated.
7. Monitor and recommend enhancements on current member benefits.
8. Oversee membership campaign efforts for various membership types.
9. Provide guidance in determining and responding to member’s needs.
10. Review and recommend to the board membership applications for final approval.
11. Ensure that new members receive an USSEC orientation.
12. Provide copy of committee meeting agenda to the Executive Committee.
13. Provide committee report to Board
14. Oversee annual industry trade show.

Appointments and Composition

 The committee and committee chair shall be appointed by the Board Chairman. The committee will meet a minimum of two times per year in person or via conference call at least two weeks before the board meeting.

Staff Support: Stakeholder Relations Manager