



## USA WORKING EQUITATION

### Policies and Procedures



## SECTION 4. BOARD PROCEDURES/RESPONSIBILITIES

### 4.1 Budget Review

Once the Annual Budget is reviewed and approved by the Board of Directors, reports demonstrating the actual income and expenses for the prior month are compared with the budgeted amounts, totaling at the bottom to indicate if the organization is within its budget or not. The Board will review these reports at its monthly meetings. As the year progresses the report will reflect "current month" and "accumulated monthly totals" to compare to the annual "budgeted amounts." Depending on the results of the reports the Board of Directors may take cost cutting actions in their spending to balance the budget for the year, or if anticipated income is exceeded make decisions to approve additional spending or save for future budgetary needs.

### 4.2 Committee Working Sessions

Board members attend monthly committee working sessions to network with committees, share Board decisions as applicable/appropriate, review committee updates, and facilitate interaction between committees and the Board. The President Elect presides over the meeting.

### 4.3 Committee Audits

- Team of 3 Board members (rotating assignment) to conduct audit of committees on a 2-year (?) cycle.
- Interview chair and members individually to:
  - Assess effectiveness of operation, communications, skill mix, documentation maintenance
  - Identify problem areas
  - Address budget issues
  - Evaluate succession plan