

Inspection Committee

Purpose of the Committee:

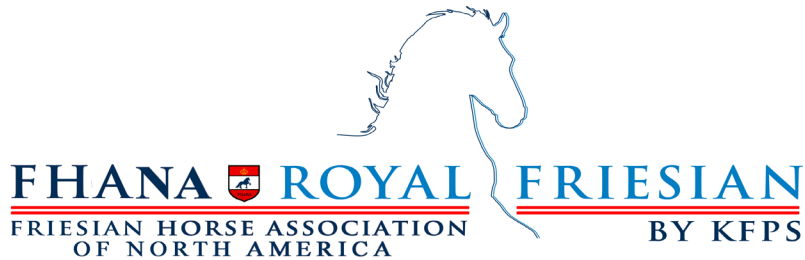
As a committee subordinate to the Board of Directors, the committee shall support the organization in the activities associated with the development and planning for the inspections of the Friesian horse as supported by the KFPS. The Inspection Committee plans, organizes, and collaborates the inspections for The FHANA as applicable to North America. While the inspection guidelines originate from the KFPS, the Inspection Committee shall base the rules for the inspections on the KFPS guidelines and provision the North American Inspections with logistical elements to support the inspections in preparation for the KFPS to travel to North America to conduct the inspections.

Reports to: Board of Directors and coordinates all work with the Executive Director of FHANA.

- **Staff to the Committee:** The committee shall consist of 5-7 members as appointed by the Board of Directors. One of the members shall be appointed as Committee Chair by the Board of Directors. The Committee shall also have one Board member as the Liaison for the Committee. The Executive Director shall also support the Committee as needed and directed by the President of the Board of Directors.
- **Committee membership and operations:** Members of the committee shall have experience in managing and coordinating inspections. All committee work is done in partnership with and through the leadership and enabling of assigned staff. The committee does not usurp the authority of the Board, and neither directs nor oversees staff.
- **Frequency of meetings:** Ten times annually via teleconference (or other media as applicable), or as additionally needed to support the mission.

Scope of Work for the Inspection Committee

- **Inspection Manual-** Collaborates, reviews, updates, and modifies the Inspection Manual in preparation for dissemination to the members as an information guide as it pertains to inspections. The Inspection Committee shall review the document annually and present changes to the Board of Directors for final approval. Dissemination of the final manual following the Board of Directors approval shall be done by the Executive Director.
- **Site Host Manual-** Collaborates, reviews, updates, and modifies the Site Host Manual in preparation for dissemination to the Site Hosts as an information guide as it pertains to the responsibilities of the Site Hosts. The Inspection Committee shall review the document annually and present changes to the Board of Directors for final approval. Dissemination of the final manual following the Board of Directors approval shall be done by the Executive Director.



- Site Host Meetings-The Inspection Committee shall organize and assemble the Site Host Meetings with the designated Site Hosts. The Inspection Committee shall prepare the agenda and discuss any changes in the Inspection Manual and Site Host manual(s) as applicable.
- Post Inspection Site Host meeting-The Inspection Committee shall coordinate and arrange a Post Inspection Site Host Meeting. The purpose of the “Post Site Host” meeting is to gather feedback and information as it might pertain to future inspections and to generate an “After Action Report” to the KFPS following the Inspection Season.
- Review inspection applications. The Inspection Committee shall manage and collaborate the inspection application process as it pertains to North American sites. Coordinate the preparation for the inspection schedule with the Executive Director and present the proposed inspection schedule to the Board of Directors.
- Establish task forces to carry out specific inspection activities. Monitor task force performance and recommend changes as applicable to the Board of Directors.
- Annually works with the FHANA Executive Director to prepare and forecast the budget and ensures the programs and other logistical elements coincide as well as stay within the budget.
- Prepares the end of year summary and review for the accomplishments to be reported during the Annual General Membership meeting.
- Collaborates with other committees to assist as needed. Examples include education, finances, marketing, sponsorship programs, etc.

Support the Board of Directors in other duties as applicable or assigned as they pertain to inspections. Provide follow-up to the Board of Directors as applicable.