United States Adult Soccer Association

Committees at a Glance

This reference summarizes the key responsibilities and duties of each USASA committee appointed by the President and approved by the NBOD. It is a summary only; the Policies cited and the USASA Bylaws control.

1. Committee Summary Charts

Chart A: Appeals, Credentials, Governance & Rules, Nominating, Competition (Policy 203)

	Appeals Committee	Credentials Committee	Governance & Rules Committee	Nominating Committee	Competition Committees
Policy reference	203.6	203.8	203.9	203.10	203.12
Focus	Considering and deciding appeals pertaining to the Bylaws, Policies, rules and procedures of USASA and its members, except as otherwise provided by the Federation	Member good standing and certification of votes at National Council meetings	Ongoing review of all USASA Bylaws and Policies and revisions in line with nonprofit best practice	Recruiting committee members and Independent Director candidates	Planning and management of a particular National Cup, tournament or other competition
Key responsibilities & duties	• Consider and decide appeals pertaining to USASA Bylaws, Policies, rules and procedures • Handle allegations of misconduct toward a referee (Policy 303.1) and select a panel to adjudicate any hearing (RAP hearings) • Consider an appeal only after all avenues of appeal at lower levels are exhausted • Consider only appeals from decisions of Organization Members, Individual Members and Affiliates	• Establish a uniform procedure for determining whether a voting member is in good standing • Establish a uniform procedure for submitting and certifying eligible votes at National Council meetings • Evaluate disputes over a National Council Delegate's eligibility and report a nonbinding recommendation to the National Council • Record and check the authenticity of votes cast at National Council meetings	• Review all Bylaws and Policies on an ongoing basis and suggest revisions • Propose Bylaw and Policy amendments • Review all proposed changes to the Articles, Bylaws and Policies and forward them to the Board and National Council • Propose housekeeping amendments to the Bylaws • Keep the Federation Rules Committee, the President and the Board updated on proposed Bylaw amendments • Assist the Board in interpreting and adopting Bylaws, policies and rules as requested	• Identify, recruit and recommend committee members to the President for all committees • Identify, evaluate and recommend qualified Independent Director candidates • Recommend nominees to the National Council at least 30 days before the AGM	• Assist with the planning and management of the particular competition Current committees are: National Cup Committee Veterans Cup Committee
Members				Regional Directors, plus any appointments by the President approved by the Board	
Terms	1 year	1 year	1 year	1 year	1 year
Authority	Decides appeals	Nonbinding recommendation to the National Council on Delegate eligibility; the National Council decides	Proposes and forwards amendments to the Board and National Council	Recommends (to the President for committee members; to the National Council for Independent Directors)	

Chart B: Budget & Finance and Investment Committees (Policy 212)

	Budget & Finance Committee	Investment Committee
Policy reference	Policy 212 (§§ 212.2, 212.3, 212.5); supersedes 203.7	Policy 212 (§§ 212.2, 212.4, 212.5); Investment Policy (Policy 210)
Focus	USASA's operating finances and near-term financial health, viewed through a financial lens; advises the NBOD	Fiduciary oversight of the Investment Fund across short-term (up to two years) and long-term (more than two years) horizons; advises the NBOD
Key responsibilities & duties	• Work with staff and the Treasurer to develop the annual operating budget for approval by the NBOD and, as applicable, the National Council • Monitor cash flow, liquidity and reserves against plan • Review interim financial statements and USASA's overall financial health • Lead financial planning and forecasting, including multi-year projections and scenario planning • Recommend fiscal policies and internal financial controls to the NBOD	• Recommend the Investment Policy (Policy 210) and any changes to the NBOD; oversee the Investment Fund for conformity with it • Review the Investment Policy with the NBOD at least every two years • Oversee compliance with applicable law, including Illinois UPMIFA (760 ILCS 51/), and USASA's spending policy • Recommend, monitor and evaluate outside Investment Managers and advisors; review performance regularly • Report Investment Fund performance and compliance to the NBOD • Supervise, not manage: no selection of individual securities or direct management of funds
Chair	Own chair; full voting member; may but need not be a Director; not the Treasurer; not the Investment Committee chair (see Notes)	Own chair; full voting member; may but need not be a Director; not the Budget & Finance chair
Members	• 3 or 5 voting members, including the chair; Directors or qualified non-Directors • Treasurer serves as a non-voting member, in addition, not counted toward size or quorum • Non-voting liaison from the Investment Committee attends	• 3 or 5 voting members, including the chair; Directors and non-Directors may serve • Weighted toward investment expertise • Non-voting liaison from the Budget & Finance Committee attends
Voting	All members, including the chair; a recommendation carries on a majority of voting members present, a quorum being present	All members, including the chair; a recommendation carries on a majority of voting members present, a quorum being present
Quorum	Majority of all voting members then in office, present in person or via teleconference	Majority of all voting members then in office, present in person or via teleconference
Terms	Two years, staggered so roughly half are appointed each year	Two years, staggered so roughly half are appointed each year
Meets / reports	Meets at least quarterly; report and minutes to the NBOD within 21 days of each meeting (chair subject to removal as chair for late reporting)	Meets at least quarterly; report and minutes to the NBOD within 21 days of each meeting (chair subject to removal as chair for late reporting)
Minutes / publication	Minutes (and recording where applicable) to members within 14 days; published to the membership after NBOD approval; NBOD may withhold or redact sensitive portions (Policy 204)	Minutes (and recording where applicable) to members within 14 days; published to the membership after NBOD approval; NBOD may withhold or redact sensitive portions (Policy 204)
Authority	Recommends to the NBOD; does not bind USASA or prescribe or enforce Policies unless expressly authorized by the NBOD	Recommends to the NBOD; does not bind USASA or prescribe or enforce Policies unless expressly authorized by the NBOD

	Budget & Finance Committee	Investment Committee
Conflicts / restrictions	• Subject to Policy 205; stricter standard applies • Annual signed disclosure, updated promptly on any change • Self-dealing prohibited • No participation in selecting, evaluating, retaining or paying a provider the member is affiliated with; engagements arm's-length and competitive where practical • Disclose and recuse on conflicts; recusal recorded in minutes	• Subject to Policy 205; stricter standard applies • Annual signed disclosure, updated promptly on any change • Self-dealing prohibited • No participation in selecting, evaluating, retaining or paying a provider the member is affiliated with; engagements arm's-length and competitive where practical • Disclose and recuse on conflicts; recusal recorded in minutes
Staff liaison	Executive Director	Executive Director; ED and Treasurer jointly serve as liaison to Investment Managers and advisors (no CFO)
Other provisions	• Two consecutive missed meetings: referred to the President and NBOD; may be removed and replaced • Covered by USASA Fiduciary Liability Coverage for good-faith decisions within committee duties	• Two consecutive missed meetings: referred to the President and NBOD; may be removed and replaced • Covered by USASA Fiduciary Liability Coverage for good-faith decisions within committee duties