



## **2023 American Royal Committee Operating Policy**

Committees are the operating system of the American Royal. Committee members volunteer their time and effort to provide an invaluable service to the American Royal. American Royal committee members are tasked with supporting, promoting and executing the organization's purpose, mission and vision.

### **COMMITTEE MEMBER EXPECTATIONS**

#### **Background Checks**

- All committee members are required to complete a criminal background check at the expense of the American Royal.
- The American Royal utilizes a third-party service that searches name-based and social security number-based systems to obtain data for individual background checks. At a minimum each individual background check shall include: (a) social security number trace, (b) a national search of sex offender registries and (c) a national search of criminal records.
- Background check information is entered by the volunteer directly into the third-party service site. The American Royal does not have access to nor retain any information entered for the background check.
- Background checks shall be conducted prior to volunteer service and renewed every seven (7) years.

#### **Code of Conduct & Responsibilities**

- Committee members should be familiar with and follow the responsibilities specific to committee (provided on the committee structure form).
- Committee members must be willing to actively contribute to the discussion and work of the committee both during meetings and the event.
- Committee members are expected to attend and assist with the execution of their event. Committee members are encouraged to attend American Royal events outside of their committee.
- Committee members should be honest and act with integrity in line with the values and ethics of the American Royal.
- Committee members are expected to attend scheduled committee meetings. If attendance becomes an issue, committee participation will be re-evaluated. The committee chairperson and advising American Royal staff member will establish the protocol for teleconference or call-in options.



- Up to a 3 year commitment, subject to good standings.
- Committee members are expected to be an ambassador for the American Royal and are encouraged to enroll in the Governors program.
- The committee member is responsible for reporting any potential conflicts of interest to the advising American Royal staff member at the time of agreement and anytime thereafter. Conflicts of interest do not eliminate participation from the committee, but makes the American Royal aware of the possibility. Potential conflicts of interest include, but are not limited to: partial ownership in an animal or business, employed by a sponsor, family showing during the event, etc.

## **GOVERNANCE**

- Paid personnel or contracted services (i.e. superintendents, etc.) can serve on committees as a non-voting ex-officio member.
- When discussing paid positions, the committee should enter an executive session and ex-officio members are required to leave the room.
- Must be in good standings with the American Royal and other governing bodies.