

# **OPERATIONAL AUDIT COMMITTEE 2021 PLAN**

**R3 2021 SoutheastCon**

**13 March 2021**

**Bill Harrison, Chair**

# **2021 OPERATIONAL AUDIT COMMITTEE MEMBERS**

**Chair -- Bill Harrison**

**Member 1 -- Bill Marshall**

**Member 2 -- Damith Wickramamayake**

**Member 3 -- Steve Kemp**

**Member 4 -- Bill Ratcliff**

# REGION 3 STANDING COMMITTEES

- AWARDS
- CONFERENCE
- FINANCE
- MEMBER COMMUNICATION
- NOMINATIONS AND APPOINTMENTS
- OPERATIONAL ADULT
- PROFESSIONAL ACTIVITIES
- SECTION SUPPORT
- STRATEGIC OPERATIONS AND SUPPORT
- STUDENT ACTIVITIES

# Responsibilities

**The Operational Audit Committee shall:**

- 1. Conduct an operational audit of one or two standing committees each year as designated by the Delegate/Director as described in Section II, Policies and Procedures: Periodic Review of Region Standing Committees.**
  - 1. The period of time to be considered in the review is the past four to six years.**
  - 2. The OAC shall delve into the effectiveness, contributions, policies, procedures, actions, composition, budget considerations, and other related aspects of the committee being reviewed.**
  - 3. The OAC shall provide a written report to the Delegate/Director giving the results of the operational audit of each committee.**
- 2. Conduct an operational audit of another Region 3 entity as designated by the Delegate/Director on an “as required” basis.**

# Schedule

**January: Delegate/Director informs OAC Chair of the committee(s) to be audited.**

**February: OAC Chair requests information from chair of committee(s) being audited.**

**May: Chair of committee being audited delivers information to OAC Chair.**

**August: OAC Chair delivers the preliminary audit report to the chair of the committee(s) being audited.**

**September: OAC Chair delivers the final audit report to the Delegate/Director.**

**September: The chair of the committee(s) being audited may deliver a report to the Delegate/Director in response to the audit report.**

# Review Criteria

Sufficient review criteria flexibility is allowed during the review process to permit focusing on the Charter of the Standing Committee being reviewed. The major sources of information for this review are the Committee minutes and reports that are archived on Region 3 website <https://ewh.ieee.org/reg/3/excom/meetings/>. Therefore, it is very important that the Committee Meetings Minutes and Annual Reports list accomplishments against the Committee's Year's Goals & Responsibilities and other important actions. At a minimum, the following information shall be made available to the Region 3 Operational Audit Committee:



# Review Criteria

**At a minimum, the following information shall be made available to the Region 3 Operational Audit Committee:**

- 1. Committee responsibilities per the Region 3 Operations Manual.**
- 2. Committee goals as developed on a yearly basis.**
- 3. Committee structure/organizational chart.**
- 4. Committee members and terms of office (with contact information).**
- 5. Sponsorship of Region 3 members for Institute awards and recognition.**
- 6. Special Projects and initiatives.**
- 7. Committee budget with income and expense versus actuals.**

# REGION 3 AUDITS

Year	Review
2019	Area Chair Function
2019	Student Activities
2020	Awards and Recognition
2020	Finance
2021	Conference
2021	Nominations and Appointments
2022	Member Activities
2022	Strategic Operations and Support
2023	Professional Activities
2023	Section Support
2024	Student Activities



# COMMENTS/QUESTIONS