OPERATIONAL AUDIT COMMITTEE 2021

Status Report to R3 ExCom
21 June 2021

Bill Harrison, Chair

REGION 3 STANDING COMMITTEES

1. AWARDS
2. CONFERENCE
3. FINANCE
4. MEMBER COMMUNICATION
5. NOMINATIONS AND APPOINTMENTS
6. OPERATIONAL ADUIT
7. PROFESSIONAL ACTIVITIES
8. SECTION SUPPORT
9. STRATEGIC OPERATIONS AND SUPPORT
10. STUDENT ACTIVITIES

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Responsibilities (R3 Ops Manual)

The Operational Audit Committee shall:

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

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Schedule

- **January**: Delegate/Director <u>informs OAC Chair</u> of the committee(s) to be audited.
- **February**: OAC Chair <u>requests information</u> from chair of committee(s) being audited.
- **May**: Chair of committee being audited <u>delivers information</u> to OAC Chair.
- **August**: OAC Chair delivers the <u>preliminary audit report to the chair of the committee(s)</u> being audited.
- **September**: OAC Chair delivers the <u>final audit report to the Delegate/Director</u>.
- **September**: The chair of the committee(s) being audited may deliver a report to the Delegate/Director in <u>response to the audit report</u>.

Review Criteria

- Sufficient <u>review criteria flexibility</u> 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 <u>Committee minutes and reports that are archived on Region 3 website</u> ([http://ewh.ieee.org/][8][reg/3/][9][excom/meetings/][9]).
- Therefore, it is very important that the Committee Meetings Minutes and Annual Reports <u>list accomplishments</u> against the Committee's Year's Goals & Responsibilities and other important actions.
- <u>At a minimum</u>, 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	COMMITTEE TO BE AUDITED
2019	Area Chair Function
2019	Student Activities
2020	Awards and Recognition
2020	Finance
2021 - AUDIT UNDERWAY	Conference
2021 – AUDIT UNDERWAY	Nominations and Appointments
2022	Member Activities
2022	Strategic Operations and Support
2023	Professional Activities
2023	Section Support
2024	Student Activities

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2021 OPERATIONAL AUDIT COMMITTEE MEMBERS

Chair -- Bill Harrison

Member 1 -- Bill Marshall

Member 2 -- Damith Wickramamayake

Member 3 -- Steve Kemp

Member 4 -- Bill Ratcliff

COMMENTS/QUESTIONS