



USA Judo Committee Procedures Guidelines

Purpose

The purpose of organizational committees is to support the mission and strategic objectives of USA Judo by providing subject matter expertise, program oversight, and recommendations to leadership. Committees may be established to address specific operational, technical, governance, or strategic areas.

Committees serve to assist in the evaluation of programs, development of policies, and implementation of organizational initiatives.

Authority

Committees operate under the authority of the Board of Directors (BOD) or designated organizational leadership. Committees may review issues, develop recommendations, and assist with program oversight within their designated scope.

Committees generally function in an advisory capacity unless specific decision-making authority is delegated by the Board of Directors.

Final authority for policy decisions, organizational direction, and resource allocation remains with the Board of Directors or authorized leadership.

Compliance with Bylaws

Committees must operate in compliance with the governing documents of USA Judo, including the Bylaws of USA Judo.

Committee members are responsible for familiarizing themselves with the relevant provisions of the Bylaws and ensuring that committee activities, recommendations, and procedures remain consistent with those governing rules.

In the event of any conflict between committee procedures and the Bylaws, the Bylaws of USA Judo shall take precedence.

Responsibilities

Committee responsibilities may include, but are not limited to:

Strategic Support:

- Provide input on initiatives and strategic planning related to the committee's focus area
- Support the implementation of organizational priorities and objectives

Program Review:

- Evaluate programs, activities, or initiatives relevant to the committee's scope
- Identify opportunities for improvement or development

Policy Development

- Review and recommend policies, procedures, or guidelines
- Provide subject matter expertise to support organizational decision-making

Monitoring and Evaluation

- Review performance outcomes or program effectiveness when applicable
- Provide recommendations for improvement or adjustment

Communication

- Maintain communication with leadership and relevant stakeholders regarding committee activities and recommendations

Committee Composition

Committees should consist of individuals who possess relevant experience, expertise, or interest in the committee's area of focus. Athlete representatives will be assigned and approved by the USA Judo Athlete Advisory Council (AAC).

Committee size, composition, and athlete representation is set forth in the USA Judo Bylaws.

Appointment and Terms

Committee members are appointed in accordance with USA Judo Bylaws.

All committee members are required to complete organizational documentation such as conflict-of-interest disclosures, SafeSport certification and background screen as well as USA judo membership. Other governance requirements may be required. These certifications must remain current for the duration of the member's term on the committee.

Committee Leadership

Each committee will have a designated chairperson responsible for facilitating the work of the committee.

Responsibilities of the chair may include:

- Organizing and leading meetings
- Establishing meeting agendas
- Coordinating committee activities
- Reporting committee recommendations to leadership or the Board of Directors

Meetings

Committees will meet as needed to fulfill their responsibilities at a minimum of once per quarter. In person meetings may be conducted at the two national events in which meetings are held.

These events are typically the USA Judo Senior Nationals and the USA Judo National President's Cup Championships.

Conflict of Interest

Committee members must act in the best interests of the organization.

Members are expected to:

- Disclose any actual, potential or perceived conflicts of interest
- Recuse themselves from discussions or decisions where an actual, potential or perceived conflict exists
- Comply with applicable USA Judo ethics and governance policies

Reporting

Committees will provide periodic updates or recommendations to the Board of Directors or designated leadership as requested. Formal committee meeting minutes will be taken at all committee meetings and provided to the CEO. Each committee will meet with the CEO at least once per quarter to review ongoing programs, discuss projects, and evaluate the committee's overall progress and priorities.

Review

These guidelines may be reviewed periodically to ensure continued alignment with USA Judo's governance structure and operational needs.