

From NCDA By Laws:

Section 6: Duties of the Officers:

1. The President shall:
  - a. Preside at all official club meetings and functions.
  - b. Break ties in a vote of the Executive Committee.
  - c. Appoint Committee Chairmen.
  - d. Serve on the RMDS Executive Board.
2. The Vice-President shall:
  - a. Assist the President in the performance of duties and act for him/her in his/her absence.
3. The Secretary shall:
  - a. Maintain a list of members in good standing, with contact information
  - b. Handle and keep a record of all member correspondence, announcements and events.
  - c. Keep minutes of the meetings.
  - d. Distribute minutes of the meetings to officers for evaluation
4. The Treasurer shall:
  - a. Receive Chapter Dues from RMDS treasurer.
  - b. Collect all other moneys and act as custodian thereof.
  - c. Pay all bills authorized by the Executive Committee.
  - d. Handle and keep a complete record of all financial business and transactions.
  - e. Maintain an active file on all members in good standing.
  - f. Provide regular reports to NCDA at the request of the executive board.
  - g. Provide RMDS with year end fiscal report.

Additional Information About Board positions and Committees

In 2018 we currently have these Chair/Coordinators positions. These people report to the Board as needed

Events, Volunteers, Communications, Awards

Expectations and “Other Duties as Assigned” for Board/Chair persons

Everybody:

- attend the General meetings, currently held September through May.

Board members will attend (physically or virtually) any additional meetings as needed throughout the year. These meetings can be requested by any Board member and are designated for planning or working on projects for the Chapter.

- Revise and add to any publication; emails, Facebook, web
- stay in touch/reach out to keep abreast of the wants and ideas of the Chapter members.
- determine presentation topics and activities for the Chapter meetings
  - and follow through!

- determine what clinics, shows, and events the Chapter will provide during the year
  - and follow through!
- Treasurer and other Board members will determine what and where expenditures are possible and appropriate for the year
- Each Board member shall maintain an electronic and/or physical copy of NCDA documents
  - Such as, general meeting minutes and agendas, board meeting minutes and agendas, event fliers, volunteer spreadsheets, etc.
- Communications will be the main person(s) responsible for upkeep of the Chapter's social media presence
  - Including posting minutes, agendas and other business items to the web page and FaceBook
  - Posting announcements and events
  - Communication will be the main person(s) responsible for utilization of email distribution lists and correspondence
    - By assuring or doing MailChimp/email meeting notifications, upcoming events, Newsy Notes and any other communications to NCDA members & "friends"
      - "Friends" include non-members that have participated in NCDA events and asked to be included in our notifications
  - Social presence includes (not limited to) web page, FaceBook, Mail Chimp
- Awards committee;
  - Maintain ribbons for shows – advise Board when re-orders are needed
  - Maintain annual awards – work with Show secretary and others to contact the winners, collect the traveling awards, provide "keepsake" awards for the previous year winners
  - Come up with other great ideas!
- Volunteers committee;
  - Contact people via phone, email, SignUp.com or any other means to provide volunteers as needed for NCDA events and show(s)
    - Work with Show Secretary and Event Coordinator(s)
    - Use tools such as Volunteer/Event spread sheet to determine needs
- Events Committee
  - Work with Board and other committee members
  - Topics for General Meetings
  - Annual Main Events: Spring Show, Fall Event, Clinic Event

Additional duties/expectations for President:

- ❖ President is expected to lead the Chapter in a direction favorable to most of the Members
  - Assist Committee Coordinators
- ❖ Prepare Agenda for Board and General Meetings
- ❖ Attend or assign proxy for RMDS Board meetings
  - Board Of Governors (BOG) meeting attendance is mandatory
- ❖ Prepare and submit monthly Chapter reports
  - Centaur publication

- (Bi-monthly) RMDS Board meetings

#### Additional duties for Vice President

- ❖ Assist President in administrative duties for NCDA meetings, act on behalf of President in their absence
- ❖ Assist President/Event Coordinator in the creation, organization, implementation, and management of NCDA sponsored events such as workshops, clinics, & NCDA shows
- ❖ Attend RMDS meetings with President when possible
- ❖ Organize, maintain, and store NCDA supplies and assets
  - Including dressage arena, measuring tape, etc.

#### Additional duties for Treasurer

- ❖ Evaluate and renew insurance of NCDA events
- ❖ Advise Board and Committees of any insurance requirements and/or restrictions for events
- ❖ Assist President/Event Coordinator in the creation, organization, implementation, and management of NCDA sponsored events such as workshops, clinics, & NCDA shows

#### Additional duties for Secretary

- ❖ Assist President/Event Coordinator in the creation, organization, implementation, and management of NCDA sponsored events such as workshops, clinics, & NCDA shows
- ❖

#### Timelines:

Newsy Notes @ least monthly. Staggered from meeting notes and notices

#### January

- NCDA basket for Annual RMDS Banquet
  - “Acknowledge” NCDA member accomplishments at Banquet
  - Chapter Volunteer of the Year
- Centaur Chapter report
- General Meeting
- NCDA Board Meeting

#### February

- General Meeting
- NCDA Board
- Centaur Chapter report

#### March

- General Meeting
- NCDA Board
- March RMDS Board report/attend/proxy
- Centaur Chapter Report
- Events: Spring Show preparation, advertising
  - Any other clinic/event

## April

- Events: Spring Show
- General Meeting
- Board Meeting
- Centaur Chapter report

## May

- Pre-Summer Break General Meeting
- NCDA Board
- Centaur Chapter Report
- RMDS Board
  - Prepare/submit chapter report

## June

- NCDA Board
- Centaur Chapter Report

## July

- NCDA Board
- Centaur Chapter Report
- RMDS Board
  - Chapter Report

## August

- NCDA Board
  - Ramp up for next round of meetings
- Centaur Chapter Report

## September

- NCDA General
  - Announce upcoming elections
  - Events: Fall show/event
- NCDA Board
- Centaur Chapter Report
- RMDS Board
  - Chapter Report

## October

- NCDA General
  - Elections announcement #2
  - Events: Fall/show event
  - Delegates for upcoming RMDS BOG
- NCDA Board
- RMDS Budget Meeting

- Centaur Chapter report

#### November

- NCDA General
  - Election of Officers (January term start)
- RMDS BOG
- NCDA Board

#### December

- NCDA Board
  - Include new officers
- NCDA Holiday Party and Awards
- Prepare/finalize NCDA Basket for Annual Banquet