

RMHA Board of Director Position Descriptions, Requirements and Responsibilities
2020 Election
by Nominations Committee 2019

The purpose of these Position Descriptions is to clearly define the role and responsibilities of positions of the Rocky Mountain Horse Association (RMHA) Board of Directors as laid out in the *Bylaws of the Rocky Mountain Horse Association* (adopted 2013 and amended 2015) and the Rules of the Rocky Mountain Horse Association. All Board Members must:

- Have a clear understanding of the RMHA, The RMHA Bylaws and Rules, and the 5-year Strategic Plan priority issues and goals.
- Working knowledge of Roberts Rules of Order
- Access to a computer and ability to receive and send email communications
- Commitment of time and resources to travel to meetings and/or be present via conference call/video conferencing technology. Only one unexcused absence per year is allowed.
- Have the time and ability to lead and/or play a key role in committees (must be on at least one standing or ad-hoc committee as nominated by president and approved by Board) and ensure strategic objectives are accomplished.
- Make progress or complete assignments in a timely and fiscally sound manner.
- Behave in a respectable and polite manner when communication with each other and the public.
- Encourage and actively recruit new members.
- Treat all with equality and agree to not use their office to secure favors or misuse their position.
- Understand confidentiality issues and agree not to disseminate any such information.
- Yearly sign the Renewal of Commitment Form (Appendix A)

In addition to the above requirements, the following skills are desirable:

- Good oral and written communication skills
- Ability to connect with people
- A track record of building functional and successful teams
- Ability to handle sensitive issues
- Effective time management skills
- Passionate about the RMHA and motivated to help the association and the horse succeed

President - The President shall have the full responsibility and authority as chief executive officer of the RMHA and shall have all powers and duties specified in the Bylaws and the Rules. The term is for two years. Candidates for President must meet the following criteria:

- RMHA Members for at least a full and continuous four years (48 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Must read and sign Code of Conduct/Yearly renewal of vows
- Prior association committee work not required but encouraged.

The President shall:

- Prepare or cause to be prepared the agenda for meetings of the Board and shall preside at all meetings of the Board
- See that the Bylaws and Rules of the RMHA are followed and enforced
- Ensure that meetings of the Board are conducted in an orderly and effective manner

- Subject to approval by the Board, appoint all Committee members .

Vice President - the Vice President shall assist and advise the President, shall serve as a member of the Rules Committee and shall act as a resource and advisor to the Board with respect to the Rules of the RMHA. The term is for two years. Candidates for Vice President must meet the following criteria:

- RMHA Members for at least a full and continuous four years (48 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Must read and sign Code of Conduct/Yearly renewal of vows.

The Vice President shall:

- Preside at meetings of the Board in the absence of the President or at the request of the President
- Immediately assume the office and duties of President, in the event of the removal, resignation or vacancy in the office of the President
- Serve as presiding officer of the Hearing Panel
- Carry out such other duties as are assigned by the Board.

Secretary - The Secretary shall be responsible for maintaining, or causing to be maintained, the business records of the RMHA and the minutes of all meetings of the membership and the Board. The term is two years. Candidates for Secretary must meet the following criteria:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Must read and sign Code of Conduct and yearly renewal of vows.

The Secretary shall:

- Preside at meetings of the Board in the absence of the President and Vice President.
- Copy and distribute to the members of the Board, in a timely manner, the agenda of meetings and all submissions to the Board for its consideration (unless these duties are assigned by the Secretary to a specific Association employee)
- Maintain, or cause to be maintained, complete records of the RMHA at its principal office and keep them updated in a timely fashion
- Prepare a report of the proceedings of the Board (other than matters considered/discussed in closed session and other disciplinary matters) and distribute timely to the membership
- Be responsible for maintaining, or causing to be maintained, the Registry and its records, and supervising the Registrar, if one is appointed by the Board
- Serve as chair of the Registration Advisory Committee.

In the event of a vacancy in both the offices of President and Vice-President, the Secretary shall immediately assume the office and duties of President.

Treasurer - The Treasurer shall maintain, or cause to be maintained, accurate and detailed financial records for the RMHA. The term is for two years. Candidates for Treasurer must meet the following criteria:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Must read and sign Code of Conduct and yearly renewal of vows

The Treasurer shall

- Receive and document all moneys collected by or for the RMHA
- Make disbursements and deposits as approved by the Board in a timely fashion
- Maintain, or cause to be maintained, the RMHA's bank accounts
- Prepare, or cause to be prepared, all tax and audit information for the RMHA, including assembling of cancelled checks
- Prepare a proposed budget for the RMHA and present it to the Board for approval no later than thirty days prior to the beginning of the RMHA's fiscal year
- Prepare and provide a verbal report and written financial statement to the Board for every regular Board meeting, and as otherwise requested by the Board
- Prepare and provide a statement to the Board for every regular Board meeting setting forth the names of all members who are delinquent in dues or any other financial responsibilities
- Serve as a member of the Finance Committee
- Participate fully in all audits, agreed upon procedures reviews, or other financial reviews performed by a qualified independent accountant as required in the Rules.

Members At Large (MAL) – Duties are to act as representative of the membership, or specific geographic or other defined segment of the membership as they may be assigned, and any other duties as defined by the President or the Board. Term is 2 years. Experience with other Boards and/or political or business experience is a plus. They Must also meet the following:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Must read and sign Code of Conduct and yearly renewal of vows
- Time and resources to make monthly contact with each assigned RMHA Affiliated club.
- Ability to connect to members of assigned Affiliated Clubs/region critical.
- Must lead or be a contributing member for an RHMA committee as appointed by the President and as such will be responsible for the achievement of yearly goals by such committee.

Hearing Panel Members – Duties are to hear complaints and requests for resolution. Experience with other Boards and/or political or business experience is a plus. Term is 3 years. They Must also meet the following:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing
- General knowledge of the concept of “due process”
- Familiarity with the rules and procedures of the Hearing Panel
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Must read and sign Code of Conduct and yearly renewal of vows

- Must lead or be a contributing member for an RHMA committee as appointed by the President and as such will be responsible for the achievement of yearly goals by such committee.

Director of Examiners - Duties are to establish methods and means for the training and certification of Examiners and they shall establish and publish rules for the timely, efficient and equitable certification of such Examiners. Term is three years. Experience with other Boards and/or political or business experience is a plus. They Must also meet the following:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing.
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension.
- Not currently serving on the Board of another Equine breed or registry.
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Must read and sign Code of Conduct, Non-Disclosure agreement, and yearly renewal of commitment.
- Thorough familiarity with the Rules of Registry
- Commitment of time and resources to help conduct clinics and review certification videos sent in by members
- Previous attendance at Examiner's Clinic and current status as an examiner.
- Must lead or be a contributing member for an RHMA committee as appointed by the President and as such will be responsible for the achievement of yearly goals by such committee.

Summary

Each Board member is responsible for contributing to the overall performance and success of the RMHA. This responsibility includes a primary focus on completing the specific position duties (e.g., Hearing Panel) and successful achievement of assigned committee goals and objectives. Members should possess a passion for the horse and the association and embrace and promote the Mission, Vision and Values of the RMHA. They must proactively communicate with the other Board members and our general membership. Each member will receive a bi-annual/annual evaluation of their service.

Appendix A

The following is the Renewal of Commitment/Code of Conduct Form that each board member must sign on a yearly basis. **You do not need to sign this form now, but you will be expected to sign if elected.**

RMHA Committee Chair and Board Member Annual Commitment Letter

This document contains both the **Code of Conduct** and a **Responsibility Commitment** for the Board and Committee Chairpersons.

Code of Conduct. As a Member of the Board and/or Committee Chair, I will:

- Abide by the RMHA Bylaws, Mission Statement, Vision, Values, Rules and Regulations, Policies and Procedures and the Horse Protection Act.
- Respect the confidentiality of privileged information.
- Recognize that as an individual member, I have NO authority to speak or act for the Board.
- Work with other members to establish effective operating procedures.
- Render all decisions based on available fact and my independent judgement.
- Make every effort to attend all committee meetings (only two unexcused absence per year is allowed).
- Be informed concerning the issues to be considered at each meeting.
- Avoid conflicts of interest or the appearance thereof.
- Refrain from using my position for the benefit of myself, family members or business associates, or to advocate any personal agenda.
- Express my personal opinions in a meeting, but once the majority has reached a decision, I will accept the decision and not express opinions that are in opposition.
- Remember that my statements and/or actions can be interpreted as a direct reflection of the RMHA. I will take this into account PRIOR to making any statements/actions, including being involved in chat lines and/or discussion groups, attending horse shows or other horse related events.

Responsibility Commitment: I acknowledge that my position requires me to:

- Be passionate about the RMHA and motivated to help the Association and the Rocky Mountain breed succeed.
- Possess a general knowledge of Roberts Rules of Order

- Have access to a computer and the ability to receive and send email communications
- Be able to commit the time and resources to travel to meetings and/or be present via conference call/video conferencing technology. Only two unexcused absences per year are allowed.
- Be available to respond to committee issues in a timely manner
- Make progress or complete assignments in a timely and fiscally sound manner.
- Behave in a respectable and polite manner when communicating with each other and the public.
- Encourage and actively recruit new members
- Treat all with equality and agree to not use their appointment to secure favors or misuse their position

By signing this document below, I confirm my ongoing commitment to the requirements and responsibilities noted above and am fully committed and willing and able to work hard to help the RMHA meet its short- and long-term goals and objectives. I agree to lead and take responsibility for any and all committees to which assigned and will work hard to help them achieve their yearly goals in accordance with the Strategic Plan and the Bylaws, Rules and Regulations, and Policies and Procedures. I understand that my performance and progress will be fairly evaluated on an annual basis.

Signature and Date

Printed Name