



## **VANCOUVER ISLAND HUNTER JUMPER ASSOCIATION**

### **DIRECTOR POSITION DESCRIPTIONS AND INFORMATION**

Last amendment by Heather Love – January 25, 2022

*VIHJA was incorporated under the Society Act, April 21, 2004*

#### **CONSTITUTION**

The purposes of the society are:

- a. To operate as a non-political group consisting of coaches, riders, parents and owners for the purpose of promoting, developing and exhibiting hunter and show jumping equestrian events, training and riding.
- b. To promote, develop and provide communication, education, training and competition in the hunter and show jumping equestrian field.
- c. To provide for equipment and its storage related to hunter and show jumping competitions.
- d. To access all available funding to provide for the above-noted purposes.

#### **BYLAWS**

Please see VIHJA Bylaws document which was updated in accordance with the new Societies Act of British Columbia which came into effect November 28, 2016



## GENERAL INFORMATION FOR ALL DIRECTORS

All Directors have the following responsibilities:

- A Director of VIHJA is an individual who is elected or appointed to sit on the Board of Directors of VIHJA and has full voting privileges as a Director.
- Members being nominated for a Board of Directors position, must be a member in good standing of VIHJA for both the voting year and acting year of their nomination.
- Directors must sign the VIHJA Oath of Office

Board members are all volunteers who can:

- 1) Commit the necessary time to VIHJA and have an interest in the well-being of VIHJA.
- 2) Believe and are committed to the growth and maintenance of VIHJA and absolutely support the vision and mission of VIHJA set forth in the society's constitution.
- 3) Responsible for directing, influencing, and monitoring the business of VIHJA.
- 4) Must be involved in the day-to-day management of VIHJA.

**Each Director will also have their separate role as a member of the Board of Directors of the VIHJA.**

### Legal Responsibility:

With Board membership, each member accepts the responsibility and accountability of the position allotted. VIHJA Board members are both liable and responsible for their conduct and decisions in their Board member role.

- Board members both expect and are expected to carry out their Board duties with the proper use of their authority, and in a professional and ethical manner.
- Governance must be ethical in all areas, but it must also be perceived to be ethical.
- Must act in accordance with the laws set out by the Province of BC.
- Board members need to know and understand the Bylaws of VIHJA, and ensure VIHJA follows the Bylaws.
- VIHJA tasks & responsibilities are generally organized & performed through Committees.
- Board members and Committee chairs are expected to attend scheduled Board meetings throughout the year plus the AGM and any called Special Meeting.

Note: It is important to keep in mind that Directors owe a legal duty of care to VIHJA.

You must keep in mind the best interests of VIHJA ahead of your own personal interests or those of family and friends at all times. If a Director is faced with a conflict of interest, he/she must immediately declare the conflict and abstain from voting where the conflict arises at a Board meeting.



Example of conflict of interest: Board member of close family member personally bids to be contracted by VIHJA.

Directors are entitled to delegate the performance of some of their responsibilities to Committees or members of VIHJA. However, Directors should be aware that even though they may have delegated a particular task, delegation does not relieve them of responsibility. They must continue to monitor performance.

It is important to remember that a decision made by the Board of Directors, whether a majority or some other level of decision-making, means that the Board has spoken on behalf of VIHJA and every Director is responsible for the decision, whether or not the Director is present at the meeting.

Directors should be candid about informing the President if they can no longer afford the time commitment of being a Director.

The Board is ultimately responsible to determine the purpose of VIHJA through the establishment and implementation of VIHJA's vision and mission, and the review and modification of these guiding principles, as required.

### **NOMINATION & VOTING PROCESS**

The nomination process will take place at the Annual General Meeting, as well as advance nomination made available on the society's webpage.

The Bylaws will be available for all members to review and access throughout the year via the VIHJA website.

A Director-elect takes possession of his/her office immediately, and are required to sign the Director's Oath of Office. If the Director cannot sign the Oath, they may not accept the position.

Per the bylaws, voting may occur by show of hands or voting cards, written ballot, or vote conducted by electronic means. In general, in person meeting will take votes by show of hands, but specifically for the director nomination process at the AGM we will also use electronic means in order to reach a wider range of members. Electronic voting will take place in advance of the AGM to allow time to count votes.

Proxy voting is not permitted.

Terms voted in are of one-year intervals for all Board members, unless otherwise specified.



## **ELECTED JOB DESCRIPTIONS**

### **PRESIDENT, Officer & Director**

- The President's role is to lead the Board in setting policy and procedures and development of the general direction of VIHJA.
- Presides at all Board meetings.
- Supervises the other Directors in the execution of their duties.
- Guides the Board in making sure the interests of the general membership are served.
- Requests reports from Committee Chairs as required.
- Ensure that long-term plans are made for meetings, programs, equipment, etc.
- See that letters of condolence, welcome, etc. are written to Members and all associated to VIHJA that may be brought to the President's attention from time to time by the Membership at large.
- Appoints a new Director to fill the role of a Director who can no longer perform their duties.
- Act as mediator for dispute resolution
- Apply to Horse Council for zone funding
- Maintains club equipment, liability, and directors' insurance

### **VICE PRESIDENT, Officer & Director**

- The Vice President is responsible for learning the role of the President and fills that role when the President is absent.
- Assist the President with their role and responsibility as needed.
- Preside over meetings and responsibilities of the President when absent or unable to serve.
- Essentially, the Vice President helps to support the President in their role which is overseeing the board strategy through the year, and supporting dispute resolution within the board and among members.



### **TREASURER, Officer & Director**

- The Treasurer meets with the Board to prepare budgets and reporting for the organization.
- Render financial statements to the Directors and members when required. Provides balance sheet, statement of income, and location of bank accounts, etc.
- The year-end report is done with the support of the accountant, and provides the accountant with necessary information to file year-end tax return.
- Acts as banker, holding the funds deposited, and paying them out on the order of the society.
- To be nominated as Treasurer, a candidate must have basic accounting knowledge and be able to use a computer accounting program approved by the VIHJA accountants.

### **SECRETARY, Officer & Director**

- The Secretary is responsible for the minute taking at meetings and distribute them to Board members within 10 day of the next Board meeting as well as maintain the member contact.
- Minutes are to include a reminder of the next Board meeting.
- Plans the Agendas for the meetings.
- Send notices of meetings as needed, giving as least 10 days notice and at least 30 days notice for the annual general meeting.
- Keep track of and posts positions and nominations prior to the AGM. Record and tally votes at the AGM.
- Record the full name, occupation, physical address, email and phone number of all newly voted in Board members.
- Management of correspondence from membership.
- Forward correspondence, newsletters, etc. to members, Board of Directors, trainers, etc as required and requested by the Board.
- Ensure the society's Annual Report is filed after the AGM
- Ensure that a system is in place for correspondence to all members, including a mailing or email list.



### **COMPETITION POINTS, Director**

- The Points Director will collect points from all VIHJA sanctioned horse shows and keep an up to date total.
- These points should be posted to the VIHJA website within a reasonable amount of time after each show.
- Confirmation is an essential requirement to insure that all horses, riders, owners, and trainers acquiring points are members in good standing, and the Points Director agrees to make a reasonable effort to notify the rider and/or owner of such requirements being met, however it is the ultimate responsibility of each member to insure they are current.
- Works in partnership with the Communications Director to maintain and update the membership list. Support can be solicited from the Treasurer, Show Manager, and Show Partners as needed in order to obtain the information needed to keep this list up to date.
- Works in partnership with the Hunt Ball director for prize arrangements and winner contact.

### **JUMPS & EQUIPMENT, Director**

- Make and keep an inventory of all jumps and other equipment, to be presented to the board at the end of each season, including inventory held in storage trailers.
- Advise Board of equipment needing repair and/or replacement and obtain written approval from Board for costs associated with work required.
- Work with the Volunteer Coordinator to recruit volunteers for maintenance.
- Ideally, the jumps director is someone who has experience in handyman work, who may have some ability to assist in the repairs with support from volunteers and the Board.
- This role also allows the director to work with renowned course designer Peter Holmes, and therefore is an excellent learning opportunity as well.

### **COMMUNICATIONS & ENGAGEMENT, Director**

- Work with the web designer to ensure that the VHJA website current and updated with upcoming events, newsletters, member lists, point standing, etc.
- Works in partnership with the Points Director to maintain and update the membership list. Support can be solicited from the Treasurer, Show Manager, and Show Partners as needed in order to obtain the information needed to keep this list up to date.
- Manage engagement through social media channels
- Take on the role of marketing and executing brand strategy for the association. In this capacity, the director would work with Benefit Show and Hunt Ball coordinators to help complement their strategies.
- Monitor VIHJA email inbox, handle some member communication, or forward more specific Board-level communication to the Secretary to be included in Directors meetings for review.
- Ideally, this person is tech-saavy and can proactively undertake online activities.



### **HUNT BALL COORDINATOR, Director**

*This Director position is a **Committee Head** position.*

- The Hunt Ball Coordinator will organize all aspects of the VIHJA Hunt Ball, with the guidance and support of the Board, and report planning progress on a regular basis to the Board for Board approval.
- Duties include but are not limited to securing a venue for the event, organizing prizes for year-end award winners, selling tickets, and organizing the silent auction items.
- The Hunt Ball coordinator also works with trainers to determine annual most-improved awards, as well as with the Points Director to determine winners and ensure priority access to tickets is given to these individuals.
- Further duties could include new events proposals and fundraising committees.
- The Hunt Ball coordinator is directed to establish a committee to assist in the undertaking of this role. Volunteers are not required to be members of the board, or of VIHJA.
- It is crucial that this director works with the treasurer to handle all financial inflows and outflows for the event, receives advance approvals for expenditures, provides on-time reporting of revenues and expenses, and adheres to VIHJA internal control protocols.

### **BENEFIT SHOW COORDINATOR, Director**

*This Director position is a **Committee Head** position.*

- The Benefit Show Coordinator will work with the Benefit Show Manager to coordinate all aspects related to fundraising for the Benefit Show.
- The Benefit Show coordinator is directed to establish a committee to assist in the undertaking of this role. Volunteers are not required to be members of the board, or of VIHJA.
- Duties include but are not limited to: supporting the development of the VIHJA Benefit Show program, providing and keeping a detailed and complete list of sponsors (for prize list and to the treasurer for billing purposes), prepare and send all "thank you's" on behalf of VIHJA, shop for prizes as needed, arrange for embroidery as needed.
- Attendance at the Benefit Show is mandatory to assist the Show Manager in distribution of prizes.
- The Benefit Show Coordinator also arranges for social events to complement fundraising efforts during the show.
- Where possible, the Benefit Show Coordinator works with show organizers to coordinate VIHJA common program for all VIHJA shows.
- It is crucial that this director works with the treasurer to handle all financial inflows and outflows for the event, receives advance approvals for expenditures, provides on-time reporting of revenues and expenses, and adheres to VIHJA internal control protocols.



**NEW**

### **VOLUNTEER COORDINATOR, Director**

- This director will work to arrange volunteers to support the association and committees where needed.
- Maintain a list of active volunteers and develop a network of volunteers to access throughout the year.
- This position is the most diverse in terms of working with other directors: the volunteer coordinator will work with Hunt Ball Coordinator, Benefit Show Coordinator, Jumps & Equipment and others in order to determine their volunteer needs throughout the year.
- This director is ideally well connected in the Vancouver Island horse community such that they have lots of resources to draw upon when sourcing volunteers, and has capacity to work at a computer in order to manage communications with volunteers and work with the Communications & Engagement director to get the requests for volunteers out to members via email and social media channels out as well.

**NEW**

### **PROGRAMMING COORDINATOR, Director**

- This director will work to arrange various programs to be hosted through the year. Prior year examples include educational events hosted via webinar, as well as the virtual horse show.
- Development of a clinic program can also be undertaken.
- All programs must be presented to the board with an appropriate budget and must receive approval prior to hosting any event.
- It is crucial that this director works with the treasurer to handle all financial inflows and outflows for the event, receives advance approvals for expenditures, provides on-time reporting of revenues and expenses, and adheres to VIHJA internal control protocols.





## COMMITTEES

*This list of committees is by no means exhaustive. The Board may, at their discretion, add more committees as needed to support the activities of the VIHJA.*

### **Executive Committee**

- All officers are members. President, Vice President, Treasurer, Secretary
- The Executive Committee meets on an as-needed basis for strategic planning as well as dispute resolution
- Minutes are to be taken by the Secretary and retained for internal recordkeeping

### **Finance Committee**

- A minimum of three individuals are required on this committee
- The Treasurer must sit on this committee
- Any board member may volunteer, and the committee is not open to association members for confidentiality reasons
- This committee serves to review more specific details as it related to the financial matters of the association. The Treasurer reports to the Board during regular Board meetings, and this committee is to review internal controls and processes, as well as specific administration needs for finance purposes.
- Minutes are to be taken by one member of the committee and provided to the Secretary within 10 days of any meetings such that they may be distributed prior to the next meeting of the Board
- At any time, the Board of Directors may request a report on the activities of this committee. A report must be provided to the Secretary within 10 days of this request.

### **Benefit Show Committee**

- A minimum of three individuals are required
- Any board member can volunteer, and this committee is open to member volunteers if desired by the Committee Head
- This committee serves to organize the Benefit Show, coordinate staffing, volunteers, prizes, and special events as well as any ad-hoc roles needed to ensure the success of this event
- Minutes are to be taken by one member of the committee and provided to the Secretary within 10 days of any meetings such that they may be distributed prior to the next meeting of the Board
- At any time, the Board of Directors may request a report on the activities of this committee. A report must be provided to the Secretary within 10 days of this request.



### **Hunt Ball Committee**

- A minimum of two individuals are required
- Any board member may volunteer, and this committee is open to member volunteers if desired by the Committee Head
- This committee serves to organize the Hunt Ball, coordinate on the day, and assist with any ad-hoc roles needed to ensure the success of this event
- Minutes are to be taken by one member of the committee and provided to the Secretary within 10 days of any meetings such that they may be distributed prior to the next meeting of the Board
- At any time, the Board of Directors may request a report on the activities of this committee. A report must be provided to the Secretary within 10 days of this request.