



VANCOUVER ISLAND HUNTER JUMPER ASSOCIATION

DIRECTOR POSITION DESCRIPTIONS AND INFORMATION

Last amendment by Heather Love – January 5, 2021

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.

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 or 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 PROCESS

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

Members will have the opportunity to speak with members who were nominated for the Board. 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.

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 and Membership 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, 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.
- Appoint 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

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.
- Can be the chairperson.



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 help of the accountant, and provides the accountant with necessary information to file year end corporate 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.
- Be sure that VIHJA liability and trailer insurance is kept up to date

SECRETARY & COMMUNICATION, 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.
- Collect and record all members' emails.
- 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



MEMBERSHIPS, Director

The Membership Director collects and records all memberships.

- Confirmation is mandatory that all members are also current members of Horse Council for the current year
- Check all attendees at all meetings are members in good standing before any voting process.
- Check all nominated Directors are members in good standing for the current year and the following year.
- Ensure a system is in place for correspondence to all members. This may include a mailing or email list.
- Ensure that there is a process and volunteer to check all participants (riders, owners and trainers) at VIHJA sanctioned horse shows and events are members in good standing – at time of check in to each show.
- The Membership Director must keep all membership paperwork and documentation to pass onto the next director

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.

HUNT BALL COORDINATOR, Director

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

The Hunt Ball Director will organize all aspects of the VIHJA Annual Hunt Ball, with the guidance and support of the Board, and report planning progress on a regular basis to the Board for Board approval.

- The duties include organizing the silent auction items and door prizes at VIHJA events.
- Further duties could include new events proposals and fund raising committees.



BENEFIT SHOW COORDINATOR, Director

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

- To arrange a Committee to contact prior year sponsors and possible new sponsors, and report progress on a regular basis to the Board.
- Provide a complete sponsor list to the prize list person and to the treasurer for billing/receipt purposes.
- Follow up with sponsors regarding collection of payment & to prepare and send all Thank You's on behalf of VIHJA.
- Keep a detailed list of all sponsors and their sponsorship to present to the Board for record keeping for future years.
- Attendance at the Benefit Show is mandatory, to assist show manager in organizing and handing out prizes.
- Shop for prizes when sponsors provide cash only
- Coordinates social events
- Works with show organizes to coordinates VIHJA common program for all VIHJA shows

JUMPS, Director

Make and keep an inventory of all jump equipment.

- Arrange painting of jumps as needed. Recruit volunteers where possible.
- Advise Board of jumps needing repair and/or replacement and obtain written approval from Board for costs associated with work required.
- Inventory to be given to the Board when requested and at the end of the term.

COMMUNITY ENGAGEMENT, Director

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

- Assist in keeping the VHJA website current and updated with upcoming events, newsletters, member lists, point standing, etc.
- Manage engagement through social media channels
- Take on the role of marketing and executing brand strategy for the association
- Assist with some member communication, or forward more specific board-level inquiries to the Secretary
- Submit quarterly social media/community engagement strategy



COMMITTEES

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 volunteers, 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.

Communications Committee

- Any number of members
- Coordinate social media and marketing assets
- Report to Community Engagement director
- 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.