

APPENDIX A WDHA Duties

Board of Directors

~~ General oversight of club matters ~~ Board must attend meetings (not miss more than two (2) unexcused meetings in one year). ~~ Approves schedule of membership meetings and all standing committees and heads.

President

~~ Objectively presides at all General, Board and Annual meetings of the organization.
~~ Prepares agendas for all General, Board and Annual meetings of the organization.
~~ Approves expenditures signed by the Treasurer. ~~ Acts as Chairperson for the Class A Show.

~~ Liaison between WDHA and AHA/USEF/Show Manager/Show Secretary. ~~ Insures WDHA interests at show. ~~ Generates schedule for Show Committee and monitors schedule. ~~ May contract show officials.

~~ Acts as ex-officio member of all committees. ~~ #1 Delegate to Region 10 and is expected to attend all meetings. ~~ Plans meeting schedule for following year by January to give to Board for approval. ~~ Maintains all budgets for comparison and analysis annually. ~~ Relays Region 10 meeting information to membership via meeting, e-mail or newsletter. ~~ Keeps Board Appraised of current affairs regarding the club via e-mail, meeting, phone, mail. ~~ Insures cohesiveness of the Board and members of WDHA. ~~ Files Annual Statement to maintain incorporation with the State of Wisconsin.

Vice-President

~~ Presides and/or assumes duties of President in the absence of the President. ~~ Together with Promotion Chair promotes the Arabian horse for the Corporation. ~~ Keeps accurate records of attendance at General, Annual, Board and Region 10 meetings of Board members and officers and delegates and alternates.

Secretary

~~ Keeps accurate records of the proceedings of the Corporation. ~~ Submits a summary of the proceedings to the newsletter editor for publication. ~~ Sends material advantageous to the promotion of the Arabian horse to newspapers and magazines for publication, cooperatively with the Promotional Chairperson and Vice-President.
~~ Conducts organization correspondence and keeps record of same.

Treasurer

~~ Accepts, receives, receipts, preserves and safeguards Club funds and deposits same in the name of the Corporation in such institutions as designated by the Board. ~~ Maintains list of current fixed assets of the club and their location. ~~ Keeps full and accurate accounts of all receipts and disbursements; presents a balanced set of books for audit at the January meeting; submits a current financial statement at each meeting. ~~ Collects annual budgets for Committees, combines and submits collective budget to Board in January and General membership in March.

High Point Secretary

~~ Conducts High Point System in accordance with current rules. ~~ Maintains accurate list of points; maintains system integrity; ordering trophies, etc. ~~ Provide budget to Treasurer by January 1. ~~ Suggest changes to High Point System at Annual Meeting. ~~ Organizes High Point Banquet – reservations, music, fees, meal selection, etc.

Futurity

~~ Maintain Futurity program in accordance with current rules. ~~ Provides budget to Treasurer by January 1. ~~ Suggests changes to Futurity program at Annual Meeting. ~~ Chairs Futurity Event Committee and associated responsibilities.

Membership

~~ Maintains accurate membership list in accordance with AHA and WDHA rules.
~~ Provides budget to Treasurer by January 1. ~~ Suggests changes to membership at Annual Meeting.

Show Manager – Refer to USEF and AHA Rules.

Show Treasurer

~~ Maintains accurate accounting of Class A Show proceeds before, during and after show. ~~ Provide completed financial statement at Board meeting following show. ~~ Maintains consistent running list of income and expenses to allow projection of future expenses. ~~ Provides Class A Show Budget to Show Committee in October preceding Show.

Open Show Chair

~~ Schedule Open show – grounds, class list, judge, help, food stand, trophies/ribbons, etc. in accordance with WDHA rules. ~~ Presents a budget to the Treasurer by January 1. ~~ Suggests changes to open show format at Annual Meeting.

Newsletter

~~ Provides timely newsletter to membership in accordance with WDHA rules and budgetary guidelines (including writing, typing, having printed, labeling, postage and mailing) ~~ Solicits advertising for newsletter. ~~ Presents budget to Treasurer by January 1. ~~ Suggest changes to newsletter format at Annual Meeting.

Promotion

~~ Promote WDHA activities through monthly articles in publications. ~~ Insure WDHA participates in any AHA Awards programs eligible. ~~ With Board approval, insure WDHA's participation in regional events, i.e. Horse Fair, Horse-a-Rama. ~~ Present budget to Treasurer by January 1. ~~ Suggestions for promotion at the Annual Meeting.

Show committee

~~ Attend all Show Committee planning meetings to provide/approve all show officials contracts. ~~ Assume some responsibility before, during and/or after show to aid show to completion. ~~ Assume position of impartial responsibility if called upon at Show.

Region 10 Delegates

~~ Attend General, Board, Annual and all Region 10 meetings. ~~ Work at Class A Show, Open Show or Futurity Show or provide two (2) sponsorships to Class A Show.

Alternates

~~ Attend General, Board, Annual meetings and encouraged to attend Region 10 meetings.