

ADS Board Duties
Nov 12, 2015

President (votes only as a tie-breaker, otherwise, no vote)

1. Conduct Meetings (monthly) – suggest following Robert’s Rules of Order
2. Prepare and distribute agenda prior to meeting
3. Obtain volunteers/assign projects as needed.
4. Co-maintain with VP electronic and hard copies of club record
5. Follow-up on projects as needed.
6. Receive and dispense emails from USDF to board
7. Make certain member (s) or proxy(ies) designated as GMO representative(s) and form sent in to USDF for annual convention by August 31 each year.

Vice President

1. Conduct meetings in absence of Pres
2. Procure insurance
3. Verify payment of insurance
4. If events added during year, make certain these events are added to policy and paid
5. Maintain lists of responsibilities/timelines for each board position
6. Develop schooling show schedule (check Region 9 rated show schedule, Mid-South schedule, Oklahoma, St Louis and Arabian shows and check with air base for air shows – usually in October —creates issues for horses in ring as well as traffic at Lucky Acres)
7. Assist Pres in follow-up of board/volunteer projects
8. Co-Maintain club records with Pres, both electronic and hard copy
9. Print and frame poem for volunteer of the year award for annual banquet
10. Arrange, with treasurer, an annual independent audit of club financial records

Secretary

1. Minutes of each meeting (detailed minutes frequently necessary)
2. Blasts to members
 - a. reminders about shows
 - b. have knowledge of the show judges and their contact information
 - c. blasts for special events
3. Maintain current membership lists
4. Receive membership apps and dues
5. Membership lists and dues to treasurer
6. Membership lists to show secretary prior to each show
7. Maintain lists of judges and contract judges for ADS shows
8. Annual agreements with farm hosts for ADS shows
9. Completes USDF forms required of the GMO, i.e. GMO Officials Form and GMO Affiliate Verification Form prior to December 1 and whenever changes are made to Board members. Completes any other forms as required by USDF.

10. Completes the initial ADS membership roster and submit to USDF prior to December 1, and monthly thereafter to ensure ADS members receive their USDF GM membership in a timely fashion. Communicates amount owed for each member submitted to the Treasurer to submit payment to USDF.
11. Provides all membership checks to the Treasurer for timely deposit to the ADS bank account.
12. Must be fluent with Excel Spreadsheet for USDF membership reports.

Treasurer

1. Receive funds for club
2. Prepare both Federal and State Taxes annually, present to board and then file in timely manner
3. File Non-profit status/compliance with both Federal and State
4. Pay bills
5. Keep financial records according to accepted accounting practices and as prescribed by law for non-profits
6. Maintain all bank statements.
7. Monthly reports to board of financial standing (include income, expenses, all account balances.)
8. Financial Reports at both general membership meetings
9. Work with VP to arrange annual audit of financial records
10. Trailer assessment/registration & report to board
11. Assist incoming Treasurer in changing filing info at state and federal levels
12. Upon communication from the ADS secretary, completes submission of dues owed to USDF for each ADS member submitted to USDF on the monthly roster update, in order for ADS member to remain active with USDF. USDF will only update the ADS member status after payment is received.

Webmaster/Newsletter

1. Maintain website
2. Post minutes, events & activities to website
3. Newsletter written & posted on site
4. Post show scores for ADS and Farm shows
5. Post events ie show themes, and special meetings such as banquet and mid-year meeting.

Duties not assigned to specific member

1. Decide if we will recognize any other shows for our year-end awards – suggest we recognize all Region 9 shows and Delta Dressage/Hernando
2. Additional benefits/programs for members
3. Mid-year meeting assignments -- date, location, food, program, costs, etc.
4. Annual meeting assignments – same as mid-year
5. Order ribbons, awards, trophies
6. Special Events or Programs
7. The Dressage Foundation Representative

Show Secretary (paid position, not a board member, no vote)

Prior to show (may change with new show software)

1. Call judge several days before a show to determine dietary needs, and confirm travel and lodging plans.
2. Call Susan Peacock with scheduling order 1 week ahead of show.
3. Verify schedule when emailed the tentative show order.
4. Receive and verify documents in mailed package 2-3 days prior to show.
5. Organize the tests and numbers for show day.
6. Complete the financial form and email to treasurer. Verify the checks received are correct prior to show.
7. Pull the ribbons necessary for the show.
8. Check that the judges papers and dietary requirements are in place.
9. File show entries alphabetically.
10. Check adding machines.

Show Day

1. Appear out of the morning mist 60 mins before show start time.
2. Give out numbers and resolve entry form discrepancies.
3. Fill in at whatever job at the desk needs to get done if there is not a volunteer available. (Scoring, running, posting scores, placing ribbons with tests etc.)
4. Send messages to the judge's box when needed.

Post show

1. Prepare the results form and email to Susan Peacock and board web site member to post.

Volunteer Coordinator (volunteer position, not paid, no vote)

1. Maintain records of participants and their scores at each ADS schooling show
2. Maintain records of all volunteer time for eligibility for year-end awards
3. Calculate awards winners according to bylaws and have confirmed by board member
4. Water and goodies for volunteers