

ADS Board Duties  
November, 2019

President

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.

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 with other board members, considering dates of rated shows and other conflicting events.
7. Assist Pres in follow-up of board/volunteer projects
8. Co-Maintain club records with Pres, both electronic and hard copy
9. Arrange, with treasurer, an annual independent audit of club financial records

Secretary

1. Minutes of each meeting
2. Communications to members
  - a. reminders about shows
  - b. have knowledge of the show judges and their contact information
  - c. 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. Memberships and dues to USDF before Dec 1 to avoid monetary penalty from USDF
8. Maintain lists of judges and contract judges for ADS shows

Treasurer

1. Receive funds for club
2. Prepare both Federal and State Taxes annually, 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

#### Webmaster

1. Maintain website, including PayPal account
2. Post minutes, events & activities to website
3. Maintains social media accounts
4. Post show scores for ADS and Farm shows
5. Post events and special meetings such as banquet and mid-year meeting.

#### Duties not assigned to specific member (can be fulfilled by Member-at-large or ADS volunteer)

1. Coordinate additional programs for members, i.e. clinics, seminars, symposium, etc.
2. Assist show manager by ordering ribbons, show awards
3. Annual year-end meeting banquet logistics, including, but not limited to:
  - a. Determine date and location
  - b. Arrange for food, drink, catering
  - c. Plan program
  - d. Coordinate silent auction
  - e. Get volunteers to set-up and clean-up after banquet
4. Print and frame poem for volunteer of the year award for annual banquet
5. Determination of year-end awards:
  - a. Maintain records of participants and their scores at each ADS schooling show
  - b. Maintain records of all volunteer time for eligibility for year-end awards
  - c. Calculate awards winners according to bylaws and have confirmed by board member

#### Duties fulfilled by Volunteer Coordinator (can be Member-at-large or ADS volunteer)

1. Completes volunteer schedule for any ADS event.
2. 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.)
3. Receives volunteer hours and tracks. (Can be done in any manner approved by the board.)

#### Duties fulfilled by Show Management (can be Member-at-large or ADS volunteer)

1. Annual contracts with farm hosts for ADS shows
2. Maintains ADS trailer and arena; coordinates set up with show host facility
3. Coordinates show details with show host facility

4. Call judge several days before a show to determine dietary needs, confirm travel and lodging plans. Check that the judges papers and dietary requirements are in place.
5. Ensures Coggins Checker is hired and available during show.
6. Complete show schedule, resolves issues.
7. Present during shows to resolve any issues.
8. Calculates and prepares all payments (with Treasurer) to judge, show host facility, coggins checker, etc.

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

Prior to show

1. Receives and verifies entry forms and constructs show documentation: Rider list, reviews show schedule, communicates with Secretary, Webmaster and Show Management to resolve all issues prior to show.
2. Organize the tests and numbers for show day.
3. Complete the financial form to treasurer. Verify the checks received are correct prior to show.
4. Pull the ribbons necessary for the show.
5. File show entries alphabetically.
6. Check adding machines.

Show Day

1. Checks in riders and provides bridle numbers. Resolves all payment issues.
2. Send messages to the judges box when needed.
3. Calculates all scores and placements throughout the day and maintains records.

Post show

1. Prepare the results form and provides to Secretary and Webmaster to post.