

# WSHJA Board | Roles & Responsibilities

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## Overview of WSHJA Board Member Positions and Roles

Article IV of the [WSHJA Bylaws](#) describe the composition of its member-elect Executive Board as follows:

### *Executive Board*

*Section 1: The business of the Association shall be managed by an Executive Board of not less than seven (7), not more than twenty one (21) members. The specific number for any year shall be fixed by the members at the annual meeting, or at any meeting held for the purpose of electing a member or members to the Executive Board. Each member shall be elected to serve until his successor shall be elected and shall qualify. The members of the Executive Board must be members of the Association and must sign any code of conduct adopted by the Executive Board.*

*Section 2: Who shall be on the Executive Board: The Executive Board shall consist of the following: (1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, (5) Hunter Representative, (6) Jumper Representative, (7) Junior Representative(s), (8) Amateur Representative, (9) Pony Representative, (10) Equitation Representative, and up to eleven (11) members at large elected to fill the number set at the annual meeting.*

*The Board shall annually appoint chairs to the following standing committees: (1) Show Committee, (2) Junior Committee, (3) Marketing and Member Communications Committee, (4) Education Committee, (5) Volunteer Programs Committee, (6) Fundraising and Sponsorship Programs Committee, (7) Annual Awards Committee, and (8) Outreach Committee.*

## Board Member Responsibilities

All members of the Executive Board are expected to:

1. Attend majority of board meetings and important related meetings.
2. Make a serious commitment to participate actively in committee work.
3. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
4. Stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports.
5. Get to know other board and committee members and build a collegial working relationship that contributes to informed decision making.
6. Participates in fund raising for the organization.

The Board is comprised of **Officers, Representatives, and Members-at-Large.**

## Officers | *President, Vice President, Secretary, Treasurer*

### Board President

1. Provides leadership to the Board, who sets policy.
2. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
3. Discusses issues confronting the organization.
4. Evaluates annually the performance of the organization in achieving its mission.
5. Represents Board's vision, annual objectives and goals
6. Chairs meetings of the Board after developing the agenda with other Board Members.
7. Serves as the Chief Volunteer of the organization
8. Partners with other Chairpersons in achieving the organization's mission.
9. Recruits and collaborates with the Chairpersons of Committees, in consultation with other Board members. Serves ex officio as a member of committees and attends their meetings when invited.
10. Performs management duties in relationship to paid staff, contractors or vendors
11. Oversees and approves all contracts involving paid staff, vendors or facility rentals, exceeding \$10K annual cost
12. Formally evaluates the effectiveness of staff, contractors or vendors. Informally evaluates the effectiveness of the Board members.
13. Monitors financial planning and financial reports.
14. Plays a leading role in Sponsorship and Fund raising activities
15. Performs other responsibilities assigned by the Board.
16. Is a stellar representative of WSHJA's mission, demonstrating the highest standard in sportsmanship, horsemanship and community stewardship.

### Board Vice President

1. Performs President's responsibilities when the President cannot be available (see president description)
2. Supports and reports to the Board President
3. Works closely with the President and other Chairpersons and Board Members
4. Participates closely with the President to develop and implement officer responsibilities.
5. Chairs the Show Committee (see Chairperson responsibilities below)
6. Performs other responsibilities as assigned by the Board.
7. Is a stellar representative of WSHJA's mission, demonstrating the highest standard in sportsmanship, horsemanship and community stewardship.

### Board Secretary

1. Maintains records of the board and ensures effective management of organization's records
2. Maintains the organization's historical records of past boards, contracts, minutes, bylaws etc.
3. Manages minutes of board meetings
4. Ensures minutes are distributed to members shortly after each meeting

5. Is sufficiently familiar with legal documents (articles, bylaws, IRS letters, etc.) to note applicability during meetings
6. Manages the annual process of bylaw rule changes or amendments. Organizes and presents all recommended bylaw changes to the membership for discussion and vote at the annual members meeting
7. Manages the annual process of Board Member elections
8. Manages the Scholarship application process
9. Performs other duties as the need arises and/or as defined in the bylaws.
10. Is a stellar representative of WSHJA's mission, demonstrating the highest standard in sportsmanship, horsemanship and community stewardship.

## Board Treasurer

1. Manages finances of the organization:
  - a. Financial Accounts: Oversee association funds, all financial accounts including credit card processing accounts, and keep signers current on all accounts
  - b. Financial Processes: Recommend financial change/updates ensuring all finances and financial processes are kept current
  - c. Financial Relationships: Manage relationship with association bookkeeper, accounting firms, contract show secretaries, show managers and other show staff as needed
  - d. Financial Analysis:
    - i. Horse Shows Data: Ensure that all the horse show data is entered in QuickBooks enabling show business analysis as well as correct employee W2s and contractor and prize money 1099s at year end.
  - e. Financial Statements: Create and present current financial statements for each board meeting including annual financial statements for the annual members meeting providing overviews of the financial state of the association
2. Administers fiscal matters of the organization
  - a. Business Rules: Oversee processes and business rules for bookkeeper and show secretary, including bank statement reconciliation, deposits, credit card processing, QuickBooks records, etc.
  - b. Member Payment Satisfaction: Track on all e-fax, constant contact and PayPal payments as well as checks to ensure all are working and kept current, scanning and emailing copies as needed to member services and points services.
  - c. Pay Bills: Ensure bills are paid in appropriate timeframes; Get approval for (from President or VP) and pay all association bills (excepting bills paid by horse show secretaries); all checks \$5,000 and over co-signed
  - d. Collections: Manage collections as necessary with assistance as possible from the show secretaries, show managers, president and vice-president.
  - e. Sponsorships and Advertising: work with the heads of those committees to ensure that the final list is captured, sending out invoices and managing collections.
  - f. Budget: Create an annual association budget and presents for board approval.

- g. Taxes: Ensure all tax liabilities are met and forms filed, state and national, monthly, quarterly, and annually including special needs for Canadians.
  - h. Licenses and Memberships: Renew licenses and affiliate memberships current including Washington State business license, USEF, and USHJA annually
  - i. Insurance Policies: Manage annual insurance policy requirements - directors and officers and show insurance policies and payments
  - j. Banquet: Manage registration to available seating and meals, collecting funds prior to and at the annual banquet for both the banquet and auction including providing registration cards specific to meal type.
3. Manages Social Media/Photography, Webmaster, and Membership Services contracts
  4. Provides financial reviews at Board Meetings and annual members meeting
  5. Provides annual budget to the board for members' approval
  6. Ensures development and board review of financial policies and procedures
  7. Is a stellar representative of WSHJA's mission, demonstrating the highest standard in sportsmanship, horsemanship and community leadership.

## **Representatives | *Hunter, Jumper, Equitation, Pony, Junior, Amateur***

Representing the major constituents of WSHJA, each elected representatives is expected to:

1. Be knowledgeable of the USEF, USHJA and WSHJA rules pertaining to the represented constituency and report any possible conflicts with WSHJA to the board.
2. Being open and available to the membership to answer questions and bring feedback to the Board, Show Organizing Committee or WSHJA Chairpersons.
3. Create a sense of community among represented constituency
4. Solicit and represent the interests of constituency in all committee meetings including Show Committee, Awards Committee and Marketing/Member Communications committee.
5. Ensure constituency is accurately represented in awards, shows, and marketing
6. Recruit volunteers from constituency to help produce and promote WSHJA horse shows.
7. Procure awards for special classes
  - a. Amateur Rep responsible for procuring award sponsors and prizes for WSHJA's Johnny Johnson Medal Finals
  - b. Junior Rep responsible for procuring award sponsors and prizes for WSHJA's Good Hands & Seat Medal Finals (all heights)
  - c. Equitation Rep responsible for procuring award sponsors and prizes for Spring National Equitation Challenge
  - d. Hunter Rep responsible for procuring award sponsors and prizes for Hunter Flat Class Challenge
  - e. Jumper Rep responsible for procuring award sponsors and prizes for the XYZ classes
  - f. Pony Rep responsible for procuring award sponsors and prizes for the XYZ classes
8. Assist in securing sponsors for special classes serving constituency
9. Assist in fund raising activities

- a. Junior Rep leads and organizes Scholarship Fund Raising activities at WSHJA shows and events including raffles.
  - b. Amateur Rep leads and organizes WSHJA Scholarship-benefitting classes such as the October Classic's Costume Classic or the Evergreen Classic's Horseless Jumping Class
10. Assist in the promotion of constituents' achievements
  11. Is a stellar representative of WSHJA's mission, demonstrating the highest standard in sportsmanship, horsemanship and community stewardship.

## **Members-at Large | *Members-at-Large bring a variety of skills and knowledge to support the association achieving its stated objectives***

The WSHJA Bylaws allow for up to 11 Members-at-Large to:

1. Chair or be an active participant of a standing committee
2. Assist the organization in obtaining professional services that align with the strategic priorities of the association and its standing committees
3. Volunteer and recruit volunteers to support key deliverables of standing committees
4. Ensure a balanced perspective is maintained in relation to board votes, decisions and actions
5. Be a stellar representative of WSHJA's mission, demonstrating the highest standard in sportsmanship, horsemanship and community stewardship

## **Standing Committees | *There are 8 standing committees each having a board approved Chair***

1. Show Committee
2. Marketing and Member Relations Committee
3. Junior Committee
4. Fundraising & Sponsorship Committee
5. Education Committee
6. Volunteer Programs Committee
7. Annual Awards & Banquet Committee
8. Outreach Committee

In addition to Committee Chairs there are two specialist chair positions: a *Membership Chair* and a *Points Chair*. All Committee Chairpersons are expected to:

1. Be a member of the Board or regularly attend board meetings
2. Set the agenda and runs the committee meetings, and ensures distribution of meeting minutes.
3. Set tone for the committee work
4. Oversees the logistics of committee's operations
5. Reports to the full Board on committee's plans/decisions/recommendations.

6. Work closely with the other committee chairpersons, participating in other committee meetings as needed
7. Recruit and oversee volunteers specific to the committees deliverables
8. Initiate and lead the committee's annual evaluation
9. Represent committee's results to membership at annual meeting

### **Show Committee | Oversees the Association's horse show planning and execution**

1. Liaison between the Executive Board and Show Manager
2. Assists in coordinating set up and take down of shows (move in and move out)
3. Conducting Show Committee meetings prior to the monthly Executive Board meeting
4. Together with the show manager, decides upon horse show prizes, including ribbons, coolers, first place prizes, and special awards
5. Assists in securing sponsorships
6. Present and available at WSHJA shows

### **Marketing and Member Relations Committee | Oversees the Association's brand, marketing, communications, and member relations**

1. Oversees WSHJA.org
2. Oversees Facebook (through Meta Business Suite) and Instagram
3. Oversees creation of online (social media, email, website) and in-person (horse show print outs) promotional materials including: promotion of member benefits, shows, annual awards, and other special announcements
4. Oversees creation of member communications including: emails to membership, updates to WSHJA website, special announcements through social media, news submissions
5. Regularly engages with WSHJA board and membership to solicit ideas for content planning
6. Regularly re-shares Instagram stories when tagged by members to promote algorithm
7. Creates ad hoc content for social media (supplemental to content created by Social Media and/or Webmaster, typically when required urgently and/or as reminders)
8. Manages live-streaming of elite hunter and jumper WSHJA classes (ex: Hunter Derbies, Grand Prixes, Equitation Finals)

### **Junior Committee | Organizes and engages the Associations' Junior Community**

1. Oversees fundraisers supporting Junior scholarship fund
2. Oversee prize selection for the WSHJA Good Hands & Seat medal finals
3. Organize volunteers to support WSHJA activities

### **Education Committee | Oversees the Association's education events and online learning series.**

1. Oversee education events, including clinics and seminars, for WSHJA membership
2. Manage development and execution of quarterly e-learn series
3. Organize volunteers to support execution of events

4. Identify new education opportunities in partnership with the Jr. Committee and Amateur Rep

### **Volunteer Programs Committee | Oversees the Association's Volunteer Recruitment, Organization, and Tracking.**

1. Assess volunteer needs for WSHJA horse shows and events in coordination with the show management and board members and board committees (e.g., the show committee, junior committee, fundraising committee, and marketing committee).
2. Create volunteer schedule and electronic sign-up (using Sign-Up Genius) as well as all volunteer publicity materials. Coordinate publicizing volunteer sign-up, volunteer opportunities and volunteer benefits with the junior committee, the marketing committee, etc.
3. Help to track and coordinate volunteers for each event throughout the event
4. Serve as a point person for communication with interested volunteers
5. Assist with volunteer hours tracking and documentation, especially as it relates to scholarship qualification.

### **Annual Awards & Banquet Committee | Oversees the Association's Year-End Awards and Banquet.**

1. Responsible for securing Banquet location and working venue on planning, set-up, and tear down.
2. Oversee prize and ribbon procurement, ordering, labeling, collecting and relabeling Perpetual Trophies.
3. Secure and manage vendor contracts including food and beverage, floral and décor, DJ and MC.
4. Partner with volunteer committee to secure volunteers to work the banquet.
5. Procure sponsorships if possible to offset costs.

### **Outreach Committee | Oversees the Association's Outreach Programs.**

1. Promotes the expansion of Outreach events across the state of Washington.
2. Advises on the USHJA Outreach process to all interested parties, including licensing, scheduling shows, offered classes, and year end awards.

### **Annual Contracted Positions | The Association funds annual contracts with outside vendors to assist with specific Association duties and responsibilities.**

**Show Management Contract:** Performs show manager duties for WSHJA shows, including hiring of all show staff: Secretary, Judges/Stewards, Jump Crew, and Grounds Manager. Reports to the President.

**Membership Management Contract:** Performs member services, including membership renewal, member updates, and member record data management, member benefit procurement, distribution and management. Reports to the Membership Chair and the Board of Directors

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**Points Management Contract:** performs all duties related to tracking points accruing to WSHJA year-end awards. Also manages the distribution of ribbons and awards at year end banquet. Reports to the Points Chair and the Board of Directors

**Bookkeeper Contract:** Performs bookkeeping services associated with WSHJA's financials. Reports to the Treasurer.

**Webmaster Contract:** Maintains WSHJA website. Reports to the Marketing Committee Chair.

**Ribbon/Awards Keeper Contract:** Performs duties related to the organization and distribution of ribbons at all WSHJA shows. Includes coverage of Blue Ribbon Prize Store in the event volunteers are not available. Also includes managing and tracking inventory at the end of each show. Works with Show Manager to ensure all ribbons/awards are available and presented at each of the individual WSHJA shows. Reports to the Show Committee Chair

**Events Manager Contract:** Responsible for the Annual Awards Banquet, and Welcome Center hospitality and other hospitality events at WSHJA shows. Reports to the President.

All of the above paid contracts may hire subcontractors at an additional cost to perform specific task, upon approval of the President, Board or Chairperson as authorized and appropriate.