

New Brunswick Equestrian Association Board of Directors Job Descriptions



All persons are elected to the Board as “Directors-at-Large” at the NBEA Annual General Meeting. After the AGM, the new Board meets and elects the members of the Executive from among themselves.

The NBEA membership has four areas of involvement, and part of the Board’s mission is to help educate the members and the general public on issues of concern and interest:

- Welfare
- Agriculture
- Sport
- Recreation

Director-at-Large

- Attends all BOD meetings (approx. 8 per year)
- Attends AGM
- May be asked to sit on Ad Hoc committees
- Liaising with general membership as required
- Provide opinions, ideas, and feedback regarding programs and issues
- Vote on motions
- Serve a set of eyes/ears in the horse community and bring forward questions and concerns from membership
- Stay informed on matters of concern to equestrians in the province
- Promote the NBEA
- Direct people to our resources
- Elect officers to the Executive positions

OFFICERS



Together with the Past President, who shall serve as an ex-officio member for one year, the officers will form the Executive Committee which shall have such powers and duties subject to the paramount authority of the Board of Directors to:

- 1) Conduct day to day business of the Association between meetings of the Board of Directors.
- 2) Interpret the rules and regulations and to carry out such objectives of the Association and to enforce them.
- 3) Act as a hearing committee to investigate and review appeals and protest appeals from recognized member of the Association and invoke such penalties as may be permitted by the rules and regulations of the Association.
- 4) Appoint a nominating committee, the chairman of which shall be the President or an appointee of the Executive Committee.
 - attend Executive meetings as called, in addition to regular Board meetings
 - Chair Ad Hoc committees as needed

President

The president shall be the chief executive officer of the Association and shall preside at all meetings of the Association and the Board of Directors. The President shall have the responsibility for the general and active management of the business of the Association. He shall see that all orders and resolutions of the Board are carried into effect and he shall sign all by-laws and other documents requiring the signature of the officers of the Association and shall authenticate the corporate seal. He shall also reserve the right to exercise the tie breaking vote in any event.

- Chair all meetings
- Sit ex officio on all committees
- Responsible for provincial sport funding profile compilation and presentation
- Liaise with provincial government and Equestrian Canada
- Sit on EC committees as required
- Oversee all programs and projects, including submissions
- Oversee the creation and implementation of the budget
- Ensure delivery of all programs
- Liaise with service providers, such as insurance provider, website host, membership database provider, etc.
- Represent the association to the public in the media
- Regardless of person area of equestrian interest, ensure that all disciplines, activities, and interests are as fairly represented and addressed as possible.

Vice President (one or two)

The Vice-President shall in the absence or disability of the President perform the duties of the President and such duties as shall from time to time be imposed upon him by the Board. Each Vice President with the aid of the President and Executive Director shall be responsible for overseeing the operations and transfer of communications, to and from, the Divisions.

In the event that there are two elected VP's they shall each be responsible for 3 (three) Divisions Broken down as follows:

- VP number 1 shall be responsible for Western Education Division, English Education Division and Sport Division.
- VP number 2 shall be responsible for Breeds & Industry Division, Recreation Division, and Zones Division.

- Review all projects and project submissions.
- Assist to develop projects based on "projections for next year"
- Review budget.
- Attend PTSO and EC/PTSO meetings when President is not available. (12-14 per year)
- Serve on NBEA committees when needed
- Review sport profile submission

- May have cheque signing authority

Secretary

The Secretary shall attend all sessions of the Board and all meetings of the members and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The Secretary shall be the custodian of the Seal. He shall perform such duties as may be prescribed by the Board of Directors or the President

- With input from the President and other Directors, generate the agenda for each regular Board meeting
- Send the notice of meetings to the board
- Send meeting minutes, agendas, and other documents and links to the Board in advance of each Board and/or Executive meeting
- Maintain careful records of motions and action items within the minutes of each meeting
- Archive meeting minutes
- Co-ordinate email if motions or correspondence need to be dealt with between meetings.

Treasurer

The Treasurer shall be responsible for establishing and maintaining a system of books, records, and management practices to provide reasonable assurance that: reliable financial information is produced; the assets of the Association are safeguarded and controlled; the transactions of the Association are in accordance with the relevant regulations, by-laws and other authorities of the Association; and the resources of the Association are managed efficiently and effectively. The Treasurer shall also be responsible for the integrity and objectivity of the financial statements of the Association and shall render financial statements at each regular meeting of the Board of Directors.

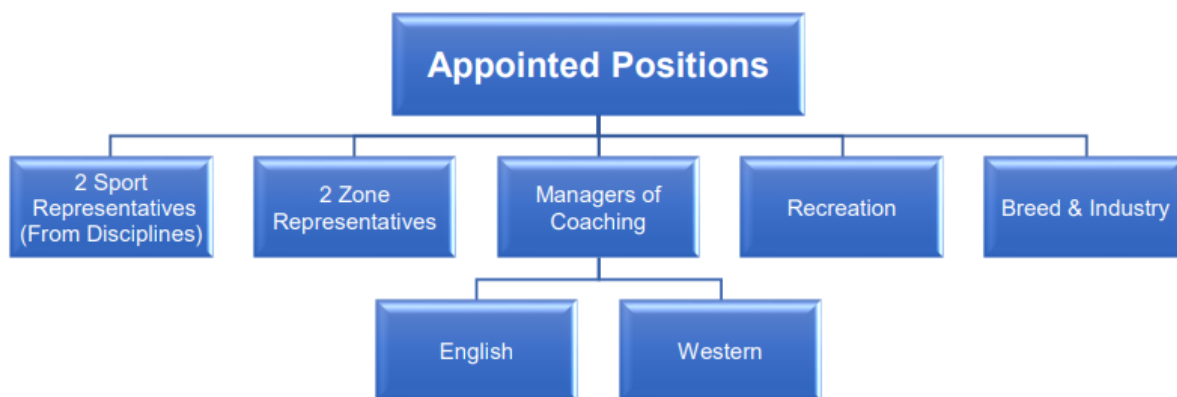
- Report membership and purchased products to insurance provider monthly
- Report and issue cheques to Equestrian Canada, insurance provider, and add-ons companies regularly
- Issue cheques from programs and other funding initiatives as required
- Pay bills and invoices as required
- Liaise with banking institution and cheque signatories as required
- Generate draft budget for each year

- Tabulate revenue and expenses for all categories throughout the year
- Prepare year-to-date financial reports for the Board as requested
- Prepare for financial audits
- Prepare yearly financial report for AGM

The position of Treasurer may be held by a qualified Director, or may be contracted to a certified financial officer.

APPOINTED POSITIONS

The Board also includes up to 8 appointed Directors to serve in the following capacities. The two representatives for Disciplines are elected to the Board by the discipline bodies.



All Appointed Directors

- Division Representatives are responsible for communication flow between the Board and their respective Divisions (Sport, Zones)
- All appointed positions represent the best interests of their respective discipline or pursuit, while keeping the overall mission and goals of the Association as a whole foremost.
- Appointed directors bring concerns, questions, and ideas from their field to the Board

Managers of Coaching

Coaching manager duties includes assisting the NBEA with the following:

- the management of the National Coaching Certification Program (NCCP)
- the maintenance of Coach and Instructor files in respective databases
- providing professional development updating opportunities for coaches within the province
- providing opportunities for coach candidates to mentor and become trained
- entering coaching professional development and any NCCP or evaluation events into the NCCP/CAC database and maintaining the NCCP transcripts
- organizing and implementing NCCP courses such as the Equestrian Theory
- coordinating and organizing evaluations for coaches/instructors
- compiling evaluation packages and forwarding to Coach Developers and Coach candidates
- processing instructor/coach certification results
- ensuring coach developers complete training and certification
- assisting with coaches transitioning from former NCCP levels to new NCCP streams
- encouraging coaches to maintain current status; developing status tracking and follow up
- promoting coaching certification in the province
 - participating on NBEA meetings dealing with coaching and with other jurisdictions where needed
- providing coaching information for website as applicable
- providing support for coaching enquiries, database updating and accuracy.

See the [NBEA Constitution](#) for more information on the Executive and other Board positions