

# MANITOBA HORSE COUNCIL

## 2018 Annual General Meeting

Sunday, April 29, 2018

12pm to 3pm

Sport Manitoba (Sport for Life Centre), 145 Pacific Avenue

### Mission:

Manitoba Horse Council (MHC) is a not-for-profit organization representing clubs and individual members involved in equine activity in Manitoba. MHC is the recognized governing body for equestrian sport in the province; providing support, leadership and resources to develop athletes and protect the interests of Manitoba equestrian enthusiasts.

### Board of Directors positions open for election in April 2018

Position	Term Expires (April)
President	2021
Vice President	2021
Chair – Breeds & Industry	2021
Chair - Officials	2021
Chair – Equestrian Centre	2021
Chair – Recreation	2020
Chair – Competitions	2020
Chair – Special Events	2020
Chair - Medications	2020
Director at Large	2021

In addition: Sheri Parkinson took on the position of President during 2017; this action is subject to a ratifying nomination to bring the term of her position into the schedule.

Anyone else interested in serving on the Board should contact John Savard at 204-925-5719 or email at [mhc.exec@sportmanitoba.ca](mailto:mhc.exec@sportmanitoba.ca)

Nominations from the floor will not be received.

### Board Members shall, as representatives of MHC and together with all members of the Board:

- Act in the best interests of the organization's goals.
- Attend Board meetings\* and participate as set out in the By-laws.
- Participate in the review and update of the by-laws and policies of MHC.
- Serve on standing and special committees of the Board, as appointed. Committees may include long range planning, membership, special projects and recruitment.
- Review financial and operations reports submitted by the Executive Director.
- Participate in the recruiting of candidates and the election of the Board.

*\*There are eight monthly meetings (the third Wednesday of each month), the Fall Council of Clubs meeting, and the Spring Annual General Meeting.*

### Qualifications:

Directors must be active members of MHC, in good standing. Directors must be at least eighteen years of age and have their primary residence in Manitoba.

**Term of Office:**

Unless otherwise indicated, the term of office of an elected Director shall be three years, and shall commence following the election of directors at the Annual General Meeting. The terms of office shall be staggered such that one-third becomes due annually.

In the event of the resignation of a Director prior to the end of their term, a Director shall be appointed and confirmed by vote of the Board. Appointed Directors shall remain in place for the duration of the term, thereby maintaining the number of terms that are renewed in each year.

Should a quorum be maintained and less than eight months remain in the vacated term, the Board may determine a special appointment to be unnecessary.

**BOARD POSITION OVERVIEW**

Those considering themselves for nomination to the Board should

- Consider the time required to do the job effectively;
- Review and understand the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan;
- Set high standards for board conduct and intervene if conflicts of interest or confidentiality issues arise.

**POSITION DESCRIPTIONS**

**PRESIDENT**

- be the lead representative of the Association;
- be a signing authority at the Association’s banking institution;
- preside over board and executive committee meetings;
- work with the ED, board, staff and community to further the organization’s mission, vision and values;
- influence how the board uses its time, the selection of board members and its future leadership. Anyone taking on this role must be committed to the organization and must understand the scope of energy and time required to effectively do the job.
- review and understand the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan;
- set high standards for board conduct and intervene if conflicts of interest or confidentiality issues arise.

**VICE PRESIDENT**

- assist the President in the administration of their duties;
- fulfill the duties of the President when that person is not available;
- take over the duties of the President for the remainder of his/her term in the event that the President is unable to continue to the end of his/her term;
- be a member of the Executive Committee.

**CHAIR - BREEDS & INDUSTRY**

- recruit volunteers to serve as members of the Breeds and Industry Committee;
- prepare and defend motions to the Board of Directors which involve breeds and industry development;
- take a proactive role within the industry in the development of provincial standards for breed registries, identification and breeder incentive programs;
- liaise with provincial government departments on horse industry issues;
- recommend standards for animal welfare;

- provide input for annual Association planning and grant applications, in particular as it relates to breeds and industry;
- identify events to foster community and culture which maximize the involvement of all members of the equine community;
- foster liaisons, linkages and networks to assist breed and industry activities;
- foster public awareness, recognition and support for the equestrian community.

#### **CHAIR – COMPETITIONS**

- recruit volunteers to serve as members of the Competitions Committee;
- prepare and defend motions to the Board of Directors which involve competition development
- lead committee in administering any MHC programs that are relative to Competitions particularly those not run as Equine Canada sanctioned shows;
- track all competitions;
- coordinate the Manitoba Equestrian Championship (MEC);
- provide working clinics for show organizers;
- develop safety standards for local shows;
- maintain records of local shows;
- coordinate provincial team to attend interprovincial and national competitions (e.g. Canadian Inter Provincial Championship);
- lead in development, education and promotion of Heritage Circuit.

#### **CHAIR – EQUESTRIAN CENTRE**

- recruit volunteers to serve as members of the Equestrian Centre Committee;
- prepare and defend motions to the Board of Directors which involve Equestrian Centre development;
- provide input for annual Association planning and grant applications, in particular as it relates to Equestrian Centre events/activities;
- oversee Equestrian Centre staff in conjunction with the Executive Director;
- operate the Equestrian Center in accordance with the approved mandate of the Manitoba Horse Council Board of Directors;
- promote the Equestrian Centre to the equine community and encourage its use by other groups;
- promote and foster a positive relationship with Provincial Park Operations and businesses.

#### **CHAIR – OFFICIALS**

- recruit volunteers to serve as members of the Officials Committee;
- prepare and defend motions to the Board of Directors which involve Officials development;
- provide input for annual Association planning and grant applications, in particular as it relates to Official's development;
- liaise with the Chair – Coaching;
- develop a Manitoba Horse Council Officials' Program for all levels;
- research all possible channels of funding for the development of the various necessary programs for officials;
- work closely with MAAS and EC to ensure that an updated list of officials is available annually for various horse shows that operate under their guidance;
- maintain a list of Approved Officials both nationally and provincially;
- offer provincial educational and mentorship opportunities.

## **CHAIR - RECREATION**

- recruit volunteers to serve as members of the Recreation Committee;
- prepare and defend motions to the Board of Directors which involve Recreation development;
- provide input for annual Association planning and grant applications, in particular as it relates to Recreation development, activities and events;
- be the voice of the recreational rider and pleasure driver in Manitoba;
- facilitate the provision of services and communication within the recreation community to enhance and promote the enjoyment and safety of these activities;
- review and make recommendations on any grant proposals;
- liaise with Equine Canada on the promotion of recreational equestrian activities;
- develop a communication strategy to connect with recreational riders and pleasure drivers;
- research Manitoba trails and explore how to make this information available to recreational riders and pleasure drivers in Manitoba;
- develop programming and benefits for recreational riders.

## **CHAIR – SPECIAL EVENTS**

- recruit volunteers to serve as members of the Special Events Committee;
- prepare and defend motions to the Board of Directors which involve Special Events development;
- liaise with the Chair - Marketing to plan fundraising events;
- provide input for annual Association planning and grant applications, in particular as it relates to special events;
- identify and organize events to foster community and culture which maximize the involvement of all members of the equine community;
- assist clubs and members with the organization and implementation of events in keeping with the purpose of the Council;
- foster liaisons, linkages and networks to assist community activities and clubs;
- foster public awareness, recognition and support for the equestrian community;
- draft policy and procedures for events.

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2018 Board of Directors

NOMINATION FORM

Name of Nominator: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Board Position being nominated for: \_\_\_\_\_

Brief Description of Nominee and their suitability for the Board position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deadline for nominations to be received at MHC: April 16, 2018

Please submit this form with an attached CV to [mhc.exec@sportmanitoba](mailto:mhc.exec@sportmanitoba), or mail it to the MHC Office at address noted below.

MHC Office: C/O Nominations Chair  
145 Pacific Avenue  
Winnipeg, Manitoba R3B 2Z6  
Phone: 204-925-5719