

MANITOBA HORSE COUNCIL

Board of Directors and Committee Chairs

All Board Members Shall:

- Regularly attend Board meetings and participate as set out in the Bylaws.
- Participate in the update and oversight of the by-laws and policies of the Horse Council.
- As appointed, serve on standing and special committees of the Board. These may include long range planning, membership, fundraising, special projects and recruitment.
- Review financial and operations reports submitted by the Executive Director.
- Arrange the appointment/election of the Board of Directors

Qualifications:

Directors must be active members, in good standing, of the MHC. Directors must be at least eighteen years of age and have their primary residence in Manitoba. Members are expected to attend eight monthly meetings, held on the third Wednesday of each month

Term of Office:

Unless otherwise indicated, the term in office of an elected Director shall be three years. The term of office shall commence following the election of directors, at the annual general meeting.

The terms of office of the Board of Directors shall be staggered such that 1/3 becomes due annually.

In the event of the resignation of a Director prior to the end of their term, a Director can 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 that a special appointment to be unnecessary.

PRESIDENT

General Duties of the President:

- while administrative staff and certain committee chairs have regular lines of communication with sports organizations, the President is the principal representative of the MHC to Equestrian Canada, Sport Manitoba and other organizations associated or doing business with the MHC
- maintains and fosters active channels of communication with Equestrian Canada
- acts as a signing authority at the Association's banking institution
- presides over board and executive committee meetings
- works with the ED, board, staff and community to further the organization's mission, vision and values
- guides the board on priorities and the Board's use of its resources (both time and money)
- Participates in the selection of board members and develops future leadership
- Is expected to review and understand the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan
- sets high standards for board conduct and intervenes if conflicts of interest or concerns for confidentiality arise

VICE PRESIDENT

General Duties of Vice President:

- assists the President in the administration of his/her duties
- fulfills the duties of the President when that person is not available
- in the event that there is a vacancy in the position of President, the Vice-President shall take over the duties of the President for the remainder of their term
- is a member of the Executive Committee
- serves on special committees struck by the board and other committees as determined by the Board of Directors
- provides oversight on special projects as determined by the Board

TREASURER

General Duties of Treasurer: The treasurer is responsible for overseeing the management and reporting of the organization's finances.

Principal Responsibilities:

- reviews monthly financial transactions
- reviews monthly bank reconciliations
- holds signing authority for cheques and bank drafts (per MHC Financial Policy)
- works with the Executive Director to prepare and review the Annual Budget
- ensures information is provided for the Annual Audit and, as required, answers all questions that may arise from the audit
- reviews draft financial statements
- with the Executive Director, works to develop and implement the organization's financial policies
- prepares Financial Reports for monthly board meetings, AGM and Council of Clubs Meetings
- is a member of the Executive Committee

Requirements: Individuals interested in this position must have a basic knowledge of financial and managerial accounting acquired through post-secondary education or business management experience.

CHAIR – BREEDS and INDUSTRY

General Duties of the Chair – Breeds and Industry:

- serves as chair of the Breeds and Industry Committee
- recruits volunteers to serve as members of the Breeds and Industry Committee
- prepares and defends motions to the Board of Directors which involve breeds and industry development
- takes a proactive role within the industry in the development of provincial standards for breed registries, identification and breeder incentive programs
- liaises with provincial government departments on horse industry issues
- recommends standards for animal welfare
- provides input for annual Association planning and grant applications, in particular as it relates to breeds and industry
- identifies events promoting community and culture, which maximize the involvement of all members of the equine community
- promotes linkages and networks to assist breed and industry activities
- builds public awareness, recognition and support for the equestrian community

CHAIR OF COACHING

General Duties of the Chair of Coaching:

- serves as chair of the Coaching Committee
- recruits volunteers to serve as members of the Coaching Committee
- participates in Sport Manitoba funding process and Award Programs
- promotes the Equestrian Canada certified coaching programs
- remains current and follows the policies of the National Coaching Committees
- plans and implements courses, updates, mentoring, evaluations, exams and assessments as necessary to aligns with the Provincial and National policies
- regularly advises the Board of Directors on progress
- assesses the success of the program and recommends and/or implements improvements
- follows the MHC budget and financial administration policies
- acts as lead of provincial disciplinary committee
- reviews, selects and approves applications submitted to the committee, those recommended for Course Conductor status to the National Coaching Committee at their annual meeting

CHAIR – COMPETITIONS

General Duties of the Chair of Competition:

- serves as chair of the Competitions Committee
- recruits volunteers to serve as members of the Competitions Committee
- leads committee in administering any Manitoba Horse Council programs that are relative to Competitions particularly those not run as Equestrian Canada sanctioned shows
- with the administration, tracks the sanctioning of all competitions
- coordinates the Manitoba Equestrian Championship (MEC)
- provides working clinics for show organizers
- develops safety standards for local shows
- maintains records of local shows
- coordinates of provincial team to attend interprovincial and national competitions
- leads in the development, education and promotion of Heritage Circuit.

FACILITY CHAIR (BIRDS HILL PARK EQUESTRIAN CENTRE)

General Duties of the Facilities Chair:

- serves as chair of the Equestrian Centre Committee
- recruits volunteers to serve as members of the Equestrian Centre Committee
- prepares and defends motions to the Board of Directors which involve Equestrian Centre development
- provides input for annual Association planning and grant applications, in particular as it relates to Equestrian Centre events/activities
- in conjunction with the ED, oversees the operation of the Equestrian Centre facility, ensuring that the operation is in accordance with the approved mandate of the Manitoba Horse Council Board of Directors
- promotes the Equestrian Centre to the equine community and encourages its use by other groups
- fosters a positive relationship with Provincial Park Operations and Businesses

CHAIR OF MARKETING

General Duties of the Chair of Marketing:

- serves as chair of the Marketing and Communications Committee
- recruits volunteers to serve as members of the Marketing and Communications Committee
- collaborates with other Chairs and the Executive Director to develop MHC's marketing strategy, which identifies key marketing initiatives designed to achieve the objectives of the strategic plan
- collaborates with other Chairs and the Executive Director to develop the annual marketing calendar, which may include communications (email marketing, social media, website management), advertising, media relations, community engagement, research and co-promotions with likeminded agencies, clubs and community groups
- prepares and defends motions to the Board of Directors which involve the development of marketing materials, ensuring MHC's marketing efforts align with the marketing strategy
- provides input for annual Association planning and grant applications, in particular as it relates to Marketing events/activities, all in direct workings with MHC Executive Director
- supports other Chairs and the MHC Executive Director in planning and promoting events (informational and fundraising)
- supports the Fundraising Chair and the Executive Director in updating and maintaining MHC's Sponsorship program and its collateral

CHAIR - OFFICIALS

General Duties of the Chair - Officials:

- serves as chair of the Officials Committee
- recruits volunteers to serve as members of the Officials Committee
- prepares and defends motions to the Board of Directors which involve Official's development
- provides input for annual Association planning and grant applications, in particular as it relates to Official's development
- works closely with the Chair of Coaching
- develops a Manitoba Horse Council Officials' Sanctioning Program for all levels
- researches possible sources of funding for the development of the various necessary programs for officials
- works 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
- maintains and updates the list of Approved Officials both nationally and provincially
- offers and oversees provincial educational and mentorship opportunities
- oversees and approves MHC officials development grants

CHAIR - RECREATION

- serves as chair of the Recreation Committee
- recruits volunteers to serve as members of the Recreation Committee
- prepares and defends motions to the Board of Directors which involve Recreation development
- provides input for annual Association planning and grant applications, in particular as it relates to recreation development, activities and events
- acts as the voice of the recreational rider and pleasure driver in Manitoba
- facilitates the provision of services and communication within the recreation community to enhance and promote the enjoyment and safety of these activities
- reviews and makes recommendations on grant proposals, including the annual MHC Recreation Grant
- maintains contact with Equestrian Canada on the promotion of recreational equestrian activities
- develops a communication strategy to connect with recreational riders and pleasure drivers
- plans and initiates strategies to increase recreational rider/driver memberships in the MHC
- researches Manitoba trails and explores how to make this information available to recreational riders and pleasure drivers in Manitoba
- develops programs and benefits for recreational riders

CHAIR – SPECIAL EVENTS

- serves as chair of the Special Events Committee
- recruits volunteers to serve as members of the Special Events Committee
- prepares and defend motions to the Board of Directors which involve special events development
- liaises with the Chair - Marketing to plan fundraising events
- provides input for annual Association planning and grant applications, in particular as it relates to special events
- identifies and organize events to foster community and culture which maximize the involvement of all members of the equine community
- assists clubs and members with the organization and implementation of events in keeping with the purpose of the Council
- fosters liaisons, linkages and networks to assist community activities and clubs
- promotes public awareness, recognition and support for the equestrian community
- drafts policy and procedures for events

General Duties of the Director At Large

- serves as a member of the Board of Directors
- provides input and support into the on- going activities of the Board
- acts as advocate for the concerns of individual members
- assists the Chairs and Committees of the Board as needed
- serves on special committees struck by the board
- provides input and support to special projects and events initiated by MHC