



# Board of Directors 2022 Elections

Manitoba Horse Council (MHC) Board members are responsible for ensuring the success of MHC in delivering on its vision and mission and effectively serving the needs of the equine community. Board members actively participate in monthly Board meetings and contribute to key Board decisions and actions throughout the year.

## Key Activities:

- Participate in the update and oversight of the by-laws and policies of MHC
- As appointed, serve on standing and special committees of the Board
- Regularly attend Board meetings and participate as set out in the Bylaws
  - Prepare and submit committee reports
  - Review financial and operations reports submitted by the Executive Director
  - Review and vote on motions submitted to the Board for approval
- Provide input and support to special projects and events initiated by MHC
- Participate in the appointment/election of the Board of Directors
- Act as an advocate for the concerns of individual members
- Ensure understanding of Sport Manitoba/MHC Board policies
- Provide input/information for Sport Manitoba's Integrated Financial Funding (IFF) report
- Assist with grant applications as required
- Identify potential sponsors for MHC

## 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 ten monthly meetings (in-person or via Zoom), typically held on the third Monday of each month (September-June).

## Term of Office:

Unless otherwise indicated, the term in office of an elected Director is typically three years. However, this year term lengths for new Board members may vary slightly (e.g., some may be one- or two-year terms) in order to reset our election process such that 1/3 of all Board positions are up for election annually. The term of office shall commence following the election of directors, at the Annual General Meeting.

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 that a special appointment is unnecessary.

## Elections:

Nomination Forms are due March 21<sup>st</sup>, 2022 (see below). Elections will be held at the 2021 Manitoba Horse Council **Annual General Meeting - Thursday, April 14<sup>th</sup>, 2022** via Zoom Video Conferencing.

## Positions up for Election 2022:

- Treasurer\*
- Chair, Coaching
- Chair, Marketing and Communications
- Chair, Competitions

*\*Current incumbent is up for re-election*

## Treasurer

The Treasurer is responsible for overseeing MHC's financial policies, reviewing monthly and year-end financial reports/statements and with the Executive Director, preparing and reviewing the annual budget, providing input into the annual audit. The Treasurer also holds signing authority.

- With the ED, develop and implement the organization's financial policies
- Review monthly financial reports/statements (profit/loss, balance sheet, YTD, audited statements, reconciliations) and draft commentary (Treasurer's Report) for Board, AGM and Council of Clubs meetings
- With the ED, prepare and review the annual budget
- Review year-end financials (e.g., annual tax return, financial statements, supporting documents)
- Ensure information is provided for the annual audit and as required, answer all questions that may arise
- Hold signing authority (per MHC Financial Policy)
- Update Chart of Accounts (with Business Manager)
- Serve as a member of the Executive Committee, dealing with confidential and/or litigious issues on behalf of the Board

## Chair Coaching

The Chair, Coaching with support from the Coaching Committee, promotes certified coaching programs and offers courses and evaluations to develop certified coaches. Leads the provincial disciplinary committee as required (coaching infractions). Seeks funding and grants to support coaching programs. Assists in the rollout of the coach licensing program.

- Recruit volunteers to serve as members of the Coaching Committee
- Promote the Equestrian Canada certified coaching programs
- Remain current and ensure certified coaches follow the policies of the National Coaching Committee (EC)
- Plan and implement courses, mentoring programs, evaluations, exams and assessments as necessary to align with the Provincial and National policies
- Assess the success of the Coaching Program and recommend and/or implement improvements
- Ensure alignment between Coaching activities and MHC funding requirements (e.g., spending of grant money earmarked for clinics)
- In conjunction with Executive Committee, act as lead of provincial disciplinary committee (coaching related infractions)
- Participate in the Sport Manitoba funding process (IFF) and Award Programs (coaching grants)
- Liaise with Competitions Chair regarding upcoming Licensing and how it effects competitions
- Liaise with Athlete Development Chair to assist in promoting up and coming athletes/ Instructors/Coaches for grant funding etc.
- Assist Business Manager with requests from participants etc.

## Chair Marketing and Communications

The Chair, Marketing and Communications leads the development and implementation of MHC's Marketing Strategy, calendar, budget, and materials. Recommends plan and purchase of MHC promotional items. Provides e-newsletter, social media and website design support. Leads and/or participates on committees for special events (e.g., MDTC, Horse Week, awards).

- Recruit volunteers to serve as members of the Marketing and Communications Committee
- Collaborate 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
- Collaborate 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
- Develop marketing budget and align to MHC budget
- Develop marketing materials and present to Board for approval
- Work with the office and Marketing and Communications Committee to ensure the website is up to date
- Ensure MHC's marketing efforts align with the marketing strategy
- Provide input for annual MHC planning and grant applications, in particular as it relates to Marketing events/activities
- Support other Chairs and the MHC Executive Director in planning and promoting events (informational and fundraising)
- Recommend plan and purchase of MHC promotional items
- Provide e-Newsletter support (collecting/writing content, layout, mail-list upload) and social media support
- Support the Fundraising and Sponsorship Chair and the Executive Director in updating and maintaining MHC's Sponsorship program and materials
- Participate on the committee to coordinate the annual Multi-Disciplinary Team Challenge (MDTC) - Secure sponsors and coordinate recognition. Lead communications. Coordinate volunteers. Secure media coverage.
- Lead Horse Week planning - Plan events. Lead communications with members and public. Run event or contest targeted to general public.

## Chair Competitions

The Chair, Competitions is responsible for tracking competitions and sanctioning and ensuring safety standards and education for show organizers. The Chair, Competitions also leads the rollout of the Heritage Circuit and with a committee, coordinates the annual Multi-Disciplinary Team Challenge.

- With the Executive Director, track the sanctioning of all competitions
- Coordinate (with the office) working clinics for show organizers (e.g., sanctioning, safety, concussion protocol)
- Promote safety standards for local shows
- Liaise with Coaching Chair regarding upcoming Licensing and how it effects competitions
- Maintain listing of local shows
- Heritage Circuit - Lead in the development, education and promotion of Heritage Circuit. Work with Manitoba Association of Agricultural Societies (MAAS) to promote the Heritage Circuit and increase the number of Heritage Shows.
- Multi-Disciplinary Team Challenge (MDTC) - With a committee, coordinate the annual MDTC. Arrange canteen and tent. Contact and secure sponsors. Create and post prize list. Lead Communications. Arrange stalls. Coordinate logistics. Coordinate volunteers.

# Manitoba Horse Council 2022 Board of Directors

## NOMINATION FORM

**Deadline for Submission: March 21<sup>st</sup>, 2022**

In accordance with the MHC bylaws, nominations from the floor will not be valid. Please submit this form with an attached resume to [mhc.exec@sportmanitoba.ca](mailto:mhc.exec@sportmanitoba.ca), or mail it to the MHC Office at the address noted below.

Manitoba Horse Council C/O Nominations Chair  
145 Pacific Avenue  
Winnipeg, Manitoba, R3B 2Z6  
Phone: 204.925.5719

<b>Name of Nominee</b>	
<b>MHC#</b>	
<b>Board Position of Interest</b>	
<b>Brief Description of Nominee's interest and fit for the Board and Position of Interest:</b>	
<Insert text here>	

<b>Nominator #1</b>	
<b>MHC#</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Nominator #2</b>	
<b>MHC#</b>	
<b>Date</b>	
<b>Signature</b>	