

# **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 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 to be unnecessary.

## **TREASURER**

### **General Duties of Treasurer:**

- The MHC office is responsible for the bookkeeping and financial operations required by the organization. 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 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 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 – 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.

## **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
- 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

# 2019 Manitoba Horse Council Annual General Meeting

Thursday, April 18th 2019

5:30 p.m. Registration; 6:00 p.m. Meeting start

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

2019 Board of Directors

## NOMINATION FORM

Name: \_\_\_\_\_ MHC #: \_\_\_\_\_

Board Position: \_\_\_\_\_

Brief Description of nominee:

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**Deadline: 5:00 p.m. April 7th, 2019**

Note: In accordance with the MHC bylaws, nominations from the floor will not be valid. Please submit this form with an attached CV to [mhc.exec@sportmanitoba.ca](mailto:mhc.exec@sportmanitoba.ca), 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

Nominated By: \_\_\_\_\_ MHC #: \_\_\_\_\_

Signature: \_\_\_\_\_

Seconded By: \_\_\_\_\_ MHC #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
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