

**ARABIAN HORSE ASSOCIATION
EXECUTIVE COMMITTEE
JOB DESCRIPTION**

Members of the Executive Committee (EC) are elected by the membership to lead the organization. Therefore, the role of an Executive Committee member is different from every other volunteer role.

The Executive Committee is accountable for the behavior and strategic direction of the entire organization. The EC is accountable for everything the organization is, everything it does, and everything it achieves – or fails to achieve. The EC shall cultivate a sense of group responsibility and will be responsible for excellence in governing. The EC shall initiate governing policy. The EC shall direct, control and inspire the AHA's business operations while focusing on the long-term impacts. The EC shall impose upon itself whatever discipline is needed to govern with excellence.

The members oversee and serve as visionary leaders of the Association. The Executive Committee is structured to ensure that all viewpoints are considered in decision-making and is devoted to making sure the AHA is positioned to be a viable organization long into the future. The purpose of the EC is to ensure that the Arabian Horse Association achieves appropriate results for its membership at an appropriate cost and avoids unacceptable actions and situations.

An effective Executive Committee Member is one who:

- Represents the entire membership, not a single constituency.
- Thinks strategically.
- Participates responsibly and is proactive.
- Tolerates issues that cannot be quickly settled.
- Does not tolerate putting off the big issues forever.
- Is able to make difficult decisions regarding issues affecting the Association.
- Supports the EC's final decisions.
- Has excellent communication skills.

Time Commitment

- Monthly meetings (attendance is required – meetings are scheduled when all members are available to attend).
- Conference calls as needed.
- Travel to meetings in Denver and city hosting convention.
- Approximately 10-40 hours a week reviewing e-mail and correspondence.
- Expected to attend the Convention and other meetings depending on position (President travels much more than balance of EC).

Duration of Service

According to the Bylaws of the Arabian Horse Association, the President is elected for a two-year term with a maximum of two terms. Vice President, Secretary and Treasurer are elected for a two-year term and can serve an unlimited number of terms. Following are the excerpts regarding the Executive Committee from the Bylaws:

ARTICLE IX.

OFFICERS

The Officers of Arabian Horse Association shall consist of a President, a Vice President, two (2) At-Large Vice Presidents, a Secretary and a Treasurer.

Section 2. Election

Paragraph a.

The President shall be elected by ballot for a two (2)-year term. The President will be eligible for a maximum of two (2) consecutive terms excluding any period of time completing the term of a predecessor. The two (2) At-Large Vice Presidents shall be appointed by the Trustees each for a term of one (1) year. All other Officers shall be elected by the Voting Delegates for a term of two (2) years to coincide with the election of the President. (Res. 6-14) All Officers shall serve until their successors are elected (or appointed by the Trustees in the case of At-Large Vice Presidents) and take office at the close of the Annual Convention following the successor's election or appointment. All elections shall be conducted by a written or electronic ballot; except, that in the event but one person is nominated for an office, that person will be declared elected by the chair. (Res. 1-20)

Paragraph b.

In the event there are three or more candidates for any office, and no candidate receives a majority of the votes cast, there shall be a run-off between the two candidates receiving the largest number of votes.

Section 3. Qualifications

Each Officer elected by the Annual Convention shall at all times during his or her continuance in office, be an Adult or Life Member in good standing as determined pursuant to Article III, Section 1, Paragraphs a. or b. Individuals appointed by the Trustees as At-Large Vice Presidents at all times during their continuance in office shall be an Adult or Life Member in good standing.

Section 4. Vacancy

In case of a vacancy in the office of President, the Vice President shall become President. A vacancy in the office of either At-Large Vice President positions shall be filled by the Trustees. A vacancy in any other elected office shall be filled by the Board of Directors until the next Annual Convention.

Section 5. Duties of the President

Paragraph a.

The President shall preside at all Annual Conventions and at all meetings of the Board of Directors.

Paragraph b.

Except as otherwise provided in these Bylaws or Arabian Horse Association's handbook, the President shall appoint all committees and commissions who shall serve at the pleasure of the President. The President shall be an ex-officio member of all committees and commissions, except the Nominating Committee, the Ethical Practice Review Board, and the Probable Cause Panel.

Paragraph c.

Within any limitations imposed by the Articles of Incorporation, these Bylaws, duly adopted resolutions of Annual Convention, or the Board of Directors, the President shall have general power to conduct and manage the affairs and business of Arabian Horse Association.

Paragraph d.

The President shall have such other and further powers as may be specifically delegated to him or her pursuant to Article V, Section 4 hereof.

Section 6. Duties of the Vice Presidents

Paragraph a.

The Vice President shall assume the duties of President in the event of the absence or inability to act of the President, or at his or her request.

Paragraph b.

The At-Large Vice Presidents shall represent the interests of purebred Arabian Horses and seek to aid, promote and foster the preservation of the unique qualities of the purebred Arabian Horse breed. The At-Large Vice Presidents shall recommend, encourage, and support Arabian Horse Association's involvement in all activities and undertakings incidental to or designed to further, promote or grow the purebred Arabian Horse breed consistent with the best interests of the purebred Arabian Horse.

Paragraph c.

The Vice Presidents shall have such other duties, respectively, as may be specifically delegated to them pursuant to Article V, Section 4 hereof.

Section 7. Duties of the Secretary

Paragraph a.

The Secretary shall keep or cause to be kept a full and complete record of the proceedings of the Annual Convention and of meetings of the Board of Directors and of action taken by the Board of Directors by mail or by any other means. (Res. 2-08)

Paragraph b.

The Secretary shall keep or cause to be kept the seal, books, documents and papers of Arabian Horse Association and affix the seal to all instruments executed by the President, or by his or her direction, which may require it.

Paragraph c.

The Secretary shall handle or cause to be handled all correspondence and communications and generally do and perform all duties incident to the office of Secretary.

Paragraph d.

The Secretary shall publish notices of the place and date of Annual Conventions and of meetings of the Board of Directors.

Paragraph e.

The Secretary shall have such other duties as may be delegated him or her pursuant to Article V, Section 4 hereof.

Section 8. Duties of the Treasurer (Res. 1-04)

Paragraph a.

The Treasurer shall oversee all funds and accounts maintained by the Arabian Horse Association.

Paragraph b.

The Treasurer shall oversee the keeping of proper books, showing the disposition of all funds of the Arabian Horse Association, and shall make a full report in writing covering the financial position and results of operations of the Arabian Horse Association at the Annual Convention and at such other times as requested by the Board of Directors.

Paragraph c.

The Treasurer shall oversee the preparation of an annual budget and shall report thereon to the Board of Directors.

Paragraph d.

The Treasurer, in cooperation with the Internal Audit Committee, may cause independent auditors to investigate any financial matters of the Arabian Horse Association.

Paragraph e.

The Treasurer shall be an ex-officio member of all Arabian Horse Association Commissions, Committees and Boards, except the Nominating Committee, Commissioner's Review Panel, the Ethical Practice Review Board, and the Probable Cause Panel; and shall maintain oversight of their financial performance relative to approved budgets.

Paragraph f.

The Treasurer shall have such other duties as may be delegated to the Treasurer pursuant to Article V, Section 4 hereof.

Section 9. Officer Disability Policy

The Board of Directors may remove from office an Officer elected or appointed in accordance with Article IX of the Bylaws for reason of disability, by an affirmative two-thirds vote of the Board of Directors. Disability may be determined to exist by the Board of Directors when the Officer, as a result of ill health, physical or mental disability, has been continuously unable or unwilling or has failed to perform the Officer's duties for a period of sixty (60) consecutive days or for a total period of ninety (90) days, in any calendar year, either consecutive or not.

Section 10. Officer for Cause Policy

The Board of Directors may remove from office, "for cause," an Officer elected or appointed in accordance with Article IX of the Bylaws by an affirmative two-thirds vote of the Board of Directors. Removal "for cause" may be determined by the Board of Directors when the Officer has engaged in inappropriate conduct including, but not limited to, theft, dishonesty or moral turpitude.

INDIVIDUAL OFFICER JOB DESCRIPTIONS:

President

Statement of Purpose: To serve as Executive Officer of the Arabian Horse Association and to assume responsibility for the strategic vision, achievements, and morale of the Association.

Skills to be Used or Developed: Ambassadorship, Communication, Conflict Management, Decision-Making, Delegating, Diplomacy, Influence and Persuasion, Prioritizing, Team Development.

Responsibilities:

- Presides at the Convention and the Executive Committee and Board of Director meetings.
- Is the official spokesperson of the Association's Membership and Board of Directors.
- Ex-officio member of all committees except Nominating Committee, the Ethical Practices and Review Board and the Probable Cause Panel.
- Sees that all orders and resolutions of the Association and the Board are carried into effect.
- Signs leases, contracts, and legal documents as required.
- Presents an Association status report at the Annual Convention.
- Represents AHA at the USEF meetings – any others as needed.

Represents the AHA to the Equine Community and attends meetings and functions in this capacity.

Time Commitment: Very heavy.

Length of Term: 2 years – limit of 2 terms.

Vice President

Statement of Purpose: The Vice President assists the President, assumes presidential duties in case of the absence of the President, and oversees all specific committees assigned by the President. Performs other duties as may be assigned by the President. To continue to develop competencies expected of the President if desirous of seeking election to the office of President.

Skills to be Used or Developed: Business Acumen, Collaboration, Developing Others, Innovation, Inspiring and Motivating Others, Integrity and Ethics, Results Orientation, Stakeholder Management, Strategic Visioning, and experience in the Association and community.

Responsibilities:

- Serves as a voting member on the Arabian Horse Association Executive Committee and attends all Executive Committee and Board meetings.
- Assumes presidential duties in case of the absence of the President.
- Oversees the Strategic Planning Committee and any others as assigned by the President.
- Acquires training as needed.
- Attends Convention and any others as needed.
- Is exposed to all areas of the Association.
- Assists the President as necessary throughout the year.

Time Commitment: Heavy throughout the year.

Length of Term: Two years – unlimited number of terms.

Secretary

Statement of Purpose: To maintain all Association minutes.

Skills to be Used or Developed: Business Acumen, Collaboration, Developing Others, Innovation, Inspiring and Motivating Others, Integrity and Ethics, Results Orientation, Stakeholder Management, Strategic Visioning and knowledge of Parliamentary Procedure.

Responsibilities:

- Serves as voting member on the Arabian Horse Association Executive Committee and attends all Executive Committee and Board meetings.
- Shall keep or cause to be kept at the principal office of the Association the minutes of all meetings of the Board and of all meetings of the Membership and shall ensure the accuracy of the effective Governing Policies manual of the Board.
- Maintains the complete minutes of AHA Headquarters at the close of term for inspection by the auditors.
- Keeps attendance at the Board of Directors meetings.
- Prepares and distributes the consent agenda for the Board and Annual meeting.
- Performs such other duties as may be assigned by the Board of Directors or the President.

Time Commitment: Heavy throughout the year.

Length of Term: Two years – Unlimited number of terms.

Treasurer

Statement of Purpose: To be the chief financial officer and keeper of Association funds. Performs other duties as may be assigned by the Board of Directors or the President.

Skills to be Used or Developed: Business Acumen, Collaboration, Developing Others, Innovation, Inspiring and Motivating Others, Integrity and Ethics, Results Orientation, Stakeholder Management, Strategic Visioning and Budgeting and Forecasting.

Responsibilities:

- Serves as a voting member of the Arabian Horse Association Executive Committee.
- Shall advise and update the Board and committees on matters of fiscal policy.
- Shall serve as an ex officio member of the Board's Audit Committee.
- Assists in the preparation and presentation of the annual general fund budget to the Board of Directors and Membership.
- Maintains Association finances on a sound basis.
- Protects the 501c(5) tax exempt status of the Association.
- Serves as custodian of the funds of the Association and its projects.
- Oversees the preparation of an annual budget.
- Brings to the Board of Directors for approval, all new line item expenses for which the budget does not provide.
- Is an ex officio officer of all AHA Commissions, Committees, and Boards except the Nominating Committee, Commissioner's Review Panel, the Ethical Practices and Review Board and the Probable Cause Panel and shall maintain oversight of their financial performance relative to approved budgets.
- Serves on the Budget and Finance Committee.
- Serves on the Arabian Breeders Sweepstakes Commission and Arabian Breeders Sweepstakes

Trust – in these roles the Treasurer is a voting member of the commission and trust, and, therefore, attends all conference calls and meetings.

- Sees that the appointment is made for the early audit of the Association books and the preparation of income tax returns and ensures they are signed and mailed to the IRS in a timely manner.
- Sees that the appropriately prepared income tax returns are signed and mailed to the IRS in a timely manner.
- Turns over to their successor all books, records and files in complete and up-to-date order.
- Completes and presents the finance report and all other financial reports at all of the Executive Committee, Board of Director and Annual meetings.

Time Commitment: Very heavy time commitment throughout the year.

Length of Term: Two years – Unlimited number of terms.

Prepared by the AHA Nominating Committee 12-1-14. Revised 6-22-22.