

## **DIRECTOR ON THE IDAHO HORSE COUNCIL (IHC) BOARD JOB DESCRIPTION**

**TITLE:** MEMBER OF THE IHC BOARD OF DIRECTORS  
**REPORTS TO:** ENTIRE BOARD OF DIRECTORS  
**HOURS:** VARIES MONTH TO MONTH  
**SALARY:** VOLUNTEER POSITION

### **Position Summary**

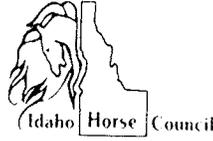
The board of directors is legally and ethically responsible for all activities of the IHC. To that end they:

- determine how the organization will carry out its mission through long and short-range planning
- adopt an annual budget and provide fiscal oversight
- recruit, orient, and develop board members and IHC memberships to support growth
- ratify the officer/executive committee recommendation for all IHC paid personnel and then provide performance feedback to the President
- provide performance feedback to the President for directors as appropriate
- Evaluate IHC performance and the overall performance of the organization in achieving the IHC mission. Make recommendations to the President
- Ratify policies and procedures for the effective management of the organization

### **Principal Responsibilities**

The specific duties include,

1. Understand and promote the IHC mission
2. Be familiar with the organization's programs, policies, and procedures
3. Attend and participate at all regular and special meetings along with appropriate committee meetings
4. Actively serve on at least one committee and offer to take on special assignments. If a committee head, provide committee reports to the IHC office prior to the meeting
5. Review meeting agenda and supporting documents prior to the meetings
6. Make a contribution to the IHC commensurate with ability. Recruit sponsors and/or sell tickets to fundraising events. Identify and cultivate potential donors to the IHC
7. Participate in fund raising activities and special events
8. Strictly adhere to conflict of interest, confidentiality, social media and code of conduct policies
9. Assist and support the IHC Scholarship program. This should involve collaboration with the IHC scholarship committee
10. Other duties may be assigned from time to time



## **PRESIDENT and PAST PRESIDENT JOB DESCRIPTION**

**TITLE:** IDAHO HORSE COUNCIL PRESIDENT  
**REPORTS TO:** ENTIRE BOARD OF DIRECTORS  
**HOURS:** VARIES MONTH TO MONTH  
**SALARY:** VOLUNTEER POSITION

### **Position Summary**

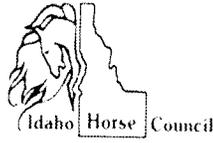
The President for the Idaho Horse Council (IHC) is the Chief Executive Officer (CEO) of the council, a director of the IHC, and a member of the IHC executive committee. The president will manage the affairs of the IHC in accordance with its bylaws, execute the mission of IHC, implement both the long- and short-range plans, designate committees and appoint committee chairs required for the IHC to function.

### **Principal Responsibilities**

The specific duties include but are not limited to,

1. Understand and promote the IHC mission
2. Ensure that any and all IHC electronic communications are routed to the IHC office for historical storing
3. Set regular meetings at the beginning of the year including meeting location
4. Create meeting agendas seeking input beforehand, from officers, committee chairs, and directors
5. Preside at all meetings of the members and of the board of directors using Robert's Rules of Order. Serve as the parliamentarian or appoint one
6. After the meeting ensure members receive timely and accurate minutes
7. Be familiar with all IHC policies and procedures and ensure compliance to same
8. Follow IHC policy when signing contracts and other documents
9. Manage and support all IHC fundraising activities
10. Ensure compliance to all state and federal reports
11. Supervise financial oversight to include report preparation and tracking
12. Ensure all IHC information, legislative alerts, membership issues etc. is communicated to members, directors, officers utilizing the IHC office administrator when appropriate
13. Generate crystal clear IHC goals and activities for the year (local and state) and when they will be achieved
14. Responsible for communicating IHC accomplishments, issues, needs, etc. to the board of directors
15. Communicate IHC positions on issues to outside organizations, agencies, and the public

16. In the absence of an Executive Director, is the external face of the IHC. Will represent the IHC and the mission of the IHC to other equine groups, business organizations and the public
17. Be familiar and have access to all IHC social media platforms and monitor them for inappropriate content
18. Be familiar and have access to the IHC and the IHC Expo websites and ensure accurate and timely updates are made
19. The Past president shall be available as an information resource to the President
20. The Past President will cultivate and ensure at least 4 IHC members complete IHC applications and submit all to the IHC office by the end of the IHC January board meeting
21. Other duties may be assigned by the board of directors from time to time



## FIRST AND SECOND VICE-PRESIDENT JOB DESCRIPTION

**TITLE:** IDAHO HORSE COUNCIL FIRST AND SECOND VICE PRESIDENT  
**REPORTS TO:** PRESIDENT  
**HOURS:** VARIES MONTH TO MONTH  
**SALARY:** VOLUNTEER POSITION

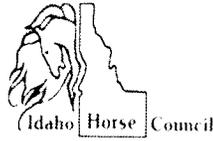
### Position Summary

The First and Second Vice Presidents are Idaho Horse Council Directors, officers for the Idaho Horse Council (IHC), and members of the IHC executive committee. In order of their election, they may also be called upon to be the IHC president when the president is unavailable.

### Principal Responsibilities

The specific duties include but are not limited to,

1. Plan to be IHC president; it will lighten your load
2. Understand and be familiar with the President job description and the workings of the IHC office. Spend a minimum of three days in the Idaho Horse Council office to learn IHC office procedures
3. Support all IHC events and fundraising activities
4. Assist president with IHC correspondence
5. Perform IHC oversight activities
6. If called upon to do so, preside at all meetings of the members and of the board of directors using Robert's Rules of Order. Serve as the parliamentarian or appoint one
7. Be familiar with all IHC policies and procedures and ensure compliance to same
8. Support financial oversight to include report preparation and tracking
9. As requested by the President, represent the IHC and mission of the IHC to other equine groups and the public
10. As requested by the President, communicate IHC positions on issues to outside organizations, agencies, and the public
11. Be familiar with all IHC social media platforms and report any inappropriate content to the President
12. Be familiar with IHC and the IHC Expo websites and report any concerns to the President
13. You may also cosign checks for the disbursement of funds
14. The Vice Presidents will cultivate and ensure at least 4 IHC members complete IHB applications and submit all at the IHC January board meeting
15. Other duties may be assigned by the President from time to time



## TREASURER JOB DESCRIPTION

**TITLE:** IDAHO HORSE COUNCIL TREASURER  
**REPORTS TO:** PRESIDENT  
**HOURS:** VARIES MONTH TO MONTH  
**SALARY:** VOLUNTEER POSITION

**Position Summary-** The IHC Treasurer is an Idaho Horse Council Director, an Officer for the Idaho Horse Council, and a member of the IHC Executive committee. The treasurer will provide general financial oversight, conduct banking bookkeeping to include recordkeeping, and record grant funding, fundraising and sales.

### **Principal Responsibilities**

The specific duties include but are not limited to,

1. Review the budgets, accounts, and financial statements prior to meetings
2. Protect the checkbook and ensure controls in place to protect the debit card
3. Ensure the bank accounts and recordkeeping meet fiduciary requirements
4. Support and assist financial oversight to include report preparation and tracking
5. Ensure compliance with all state and or federal financial regulations
6. Ensure use of funds complies with IHC by-laws and IHC mission
7. Execute disbursement of funds in accordance with by-laws
8. May prepare end of year tax forms for paid personnel or ensure a designee provides same to paid personal within the appropriate time frame
9. Advise on the financial implications of proposed plans
10. Be familiar with IHC policies and procedures and ensure compliance to same
11. Be one of the signatories on all IHC accounts
12. Report compliance issues to the IHC President
13. Other duties may be assigned by the president from time to time



## OFFICE ADMINISTRATOR JOB DESCRIPTION

**REPORTS TO:** PRESIDENT  
**HOURS:** PT NON-EXEMPT, 10 TO 15 HOURS A WEEK  
**SALARY:** DEPENDING ON EXPERIENCE AND LEVEL OF TASKS  
**TITLE:** IDAHO HORSE COUNCIL OFFICE ADMINISTRATOR

### Position Summary

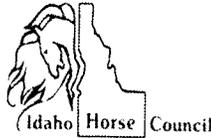
The Office administrator for the Idaho Horse Council (IHC) will be an Idaho Horse Council director, an officer of the Idaho Horse Council and member of the IHC executive committee. The Office administrator will foster positive customer service communication both internal and external, support financial management/oversite, and properly store IHC historical documents. The IHC office should always be clean and reflect an organized and professional image to others.

The Office Administrator is someone with strong computer skills and the ability to work independently, and occasionally from a remote location.

### Principal Responsibilities

The specific duties include,

1. Staff the IHC office during regular office hours. Currently these hours are Monday and Wednesday from 10:00 AM to 2:00 PM. Occasionally the office administrator may change the day and/or hours to support training with others and other activities. IHC president must be promptly notified and approve of any such changes
2. The Office Administrator will pick up and accurately process the mail two days a week. There will be timely processing of all bills, deposits, and invoices following the IHC documentation and authorization process. All Horse Expo checks, invoices, etc. will be processed by the Office Administrator. All Horse Expo paperwork will be routed to the IHC Horse Expo coordinator for further processing and/or instruction
3. The Office Administrator will answer the phone during regular office hours and greet walk in customers. Any IHC questions that the Office Administrator is unable to handle will be elevated to the IHC president. Any Horse Expo questions and/or issues that the Office Administrator is unable to handle will be elevated to the Idaho Horse Expo coordinator



## RECORDING SECRETARY JOB DESCRIPTION

**TITLE:** IDAHO HORSE COUNCIL RECORDING SECRETARY  
**REPORTS TO:** PRESIDENT  
**HOURS:** VARIES MONTH TO MONTH  
**SALARY:** VOLUNTEER

### Position Summary

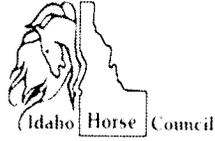
The IHC Recording Secretary for the Idaho Horse Council (IHC) is an Idaho Horse Council Director, an officer of the Idaho Horse Council and member of the IHC executive committee. The IHC Recording Secretary will foster positive customer service communication both internal and external, take accurate minutes at all IHC meetings, ensure proper completion of meeting sign in sheet to include a roll call sheet and provide electronic editable copies to the IHC office.

The IHC Recording Secretary is someone with strong computer skills and the ability to work independently, and occasionally from a remote location.

### Principal Responsibilities

The specific duties include,

1. Attend all IHC special and board meetings, taking accurate minutes following Roberts's rules of order using the IHC minute template
2. If the IHC Recording Secretary cannot attend a meeting, the IHC president will be timely notified and select a minute taker. These minutes will then be emailed to the IHC Recording Secretary for further processing
3. This meeting minute responsibility may apply to Idaho Horse Expo meetings
4. Ensure all minutes are complete and electronically sent to the Idaho Horse Council President within 30 days of the meeting date
5. Email all of the approved minutes, agendas, etc. to the IHC office
6. Protect the confidentiality of IHC information
7. Be familiar with IHC policies and procedures and ensure compliance to same
8. Assist and support positive social media and public interaction for IHC to support education and growth
9. Positively interact with IHC members about the IHC minutes, agendas etc. and any updates/changes made to them
10. Other duties will be assigned by the president from time to time



## IDAHO HORSE COUNCIL COMMITTEE CHAIR JOB DESCRIPTION

**TITLE:** COMMITTEE CHAIR  
**REPORTS TO:** PRESIDENT AND COMMITTEE MEMBERS  
**HOURS:** VARIES MONTH TO MONTH  
**SALARY:** VOLUNTEER ANNUAL POSITION

### **Position Summary**

Idaho Horse Council committee chairs are directors on the IHC board. They are tasked with the responsibility of overseeing the operation of their special committee. Committee chairs are knowledgeable leaders who use their expertise to help IHC accomplish its mission and vision along with goals. This is an annual position that can be renewed for another term by mutual consent with the IHC president. The majority of the committee chair work occurs outside of the IHC board of director meetings

### **Principal Responsibilities**

The specific duties include,

1. Ensure committee member communications happen monthly or as appropriate
2. Utilize all forms of committee communications such as meetings, emails, phone call, teleconference etc. to accomplish the committee goals
3. Make sure committee communications happen, are well organized, well attended, and that the appropriate work is accomplished within the allotted time
4. Confirm committee work is in compliance with IHC bylaws and the IHC policies and procedure manual
5. Participate in committee member training to broaden their knowledge of IHC best practices
6. Coordinate as necessary with the IHC President
7. Submit an electronic committee report to the IHC office copying all committee members two weeks before a IHC board of director meeting
8. Other duties may be assigned from time to time by the president