

## **JOB DUTIES OF PRESIDENT**

- ❖ CHIEF EXECUTIVE OF UMBHA
- ❖ MEMBER OF ALL COMMITTEES
  - APPOINTS COMMITTEES AND MEMBERS TO SUCH POSITIONS
  - MAKE A LIST OF WHAT THE DUTIES OF THE CHAIRPERSON/COMMITTEE IS TO ACCOMPLISH
  - HANDLES ALL DISPUTES WITH THE COMMITTEE CHAIRPERSON
  - MAKE SURE CHAIRPERSON RELAYS INFORMATION TO ALL MEMBERS AT MEETINGS
    - ✓ GIVING A REPORT IN PERSON
    - ✓ SEND REPORT TO PRESIDENT IF UNABLE TO ATTEND MEETING
  - RECEIVES ALL COMMUNICATION FROM COMMITTEES/SECRETARY/TREASURER
- ❖ SEES THAT ALL BY-LAWS, RULES AND REGULATIONS ARE FOLLOWED
  - CONFIRMS WITH CHARTER DELEGATE WHEN UNSURE
    - ✓ ORDER OF PRESIDENCE: IBHA, UMBHA, ROBERT'S RULES OF ORDER
- ❖ SETS THE MEETING:
  - DATE, TIME AND LOCATION
  - AGENDA
  - PRESIDES OVER THE MEETING
- ❖ COMMUNICATES MEETING TIMES AND OTHER IMPORTANT MATTERS
  - THROUGH UMBHA EMAIL
  - THROUGH FACEBOOK PAGE – UPPER MIDWEST BUCKSKIN HORSE ASSOCIATION
- ❖ MAINTAINS THE MEMBERSHIP EMAIL ADDRESS FOR THE UMBHA GMAIL ACCOUNT
  - UPDATES THE OFFICER INFORMATION ON THE EMAIL WHEN CHANGES OCCUR
- ❖ MAKES SURE THE MEETING MINUTES AND SEMI-ANNUAL TREASURER'S REPORT IS HANDED INTO IBHA
- ❖ MAKES SURE THE CHARTER RENEWAL IS SENT IN ANNUALLY
- ❖ MAKES SURE THE SHOW APPROVALS ARE SENT TO IBHA WITHIN REQUIRED TIME

## **JOB DUTIES OF PRESIDENT**

- ❖ MAKES SURE THAT ALL THE JUDGES HIRED ARE IBHA APPROVED
  - INFORMS JUDGE'S COMMITTEE MEMBERS OF SET AMOUNT SPENT FOR EACH JUDGE
  - INFORMS THEM OF WHAT IS ALL INCLUDED IN THAT FEE
- ❖ MAKE SURE SHOW HELP IS AWARE OF THEIR JOB DUTIES
  - MAKE A LIST OF WHAT THE DUTIES ENTAIL
    - ✓ GET INPUT FROM THE WORKERS ALSO
- ❖ PREPARE PRESIDENT'S MESSAGE FOR THE DIRECTORY – KEEP TO A HALF PAGE
- ❖ SIT ON THE COMMITTEE TO SELECT THE APPRECIATION AWARD HANDED OUT AT THE ANNUAL BANQUET
- ❖ MAINTAIN CONTACT WITH OTHER CHARTER CLUB PRESIDENTS
  - ✓ AVOID CONFLICTING SHOW DATES IF POSSIBLE: ESPECIALLY WITH ISBA, HBHA, WBHA
- ❖ ATTEND THE ANNUAL CONVENTION AND SIT IN ON MEETINGS

## **TIME LINE FOR UMBHA PRESIDENT**

### **JANUARY**

- HAVE MEETING IN JANUARY IF POSSIBLE TO REVIEW FORMS FOR THE DIRECTORY (IF THE FORMS WERE NOT FINALIZED AT THE OCTOBER MEETING THE YEAR BEFORE)
- HAVE SHOW SECRETARY & ANNOUNCER HIRED AND SHOW HELP IN PLACE
- MAKE SURE ALL THE JUDGES ARE HIRED FOR THE YEAR
  - ✓ HAVE THE PERSON WHO HIRED THE JUDGES SEND A COPY OF THE SPREAD SHEET TO THE TREASURER, SHOW SECRETARY AND YOU
- START PLANNING THE FEBRUARY/MARCH MEETING
  - ✓ MUST BE HELD BEFORE NATIONAL CONVENTION
  - ✓ INCLUDE ON THE AGENDA WHETHER UMBHA WANTS TO DONATE A MONETARY GIFT TO THE YOUTH SCHOLARSHIP FUND OR GET A GIFT TYPE BASKET TOGETHER
- MAKE SURE THE DIRECTORY EDITOR HAS EVERYTHING READY TO GO TO PRINT
- MAKE SURE THE TREASURER SENDS IN THE ANNUAL REPORT TO IBHA

### **FEBRUARY**

- REMIND ALL YOUTH SCHOLARSHIP APPLICANTS THAT THEIR IBHA SCHOLARSHIP APPLICATION IS DUE MARCH 1<sup>ST</sup>
- REMIND MEMBERSHIP THAT THE CONVENTION REGISTRATION IS DUE BY FEBRUARY (15<sup>TH</sup> USUALLY) TO AVOID THE LATE FEE
- REMIND MEMBERSHIP THAT IF THEY RECEIVED AN HONOR AWARD AND CANNOT ATTEND CONVENTION THAT THEY NEED TO DESIGNATE A PERSON TO RECEIVE THEIR AWARD. ALSO, A CURRENT YEAR MEMBERSHIP MUST BE PAID TO RECEIVE SAID AWARD
- MAKE SURE THE TREASURER SENDS IN THE CONVENTION REGISTRATION AND FEE (COMPLETE WEEK) FOR THE CHARTER DELEGATE AND QUEEN IF WE HAVE ONE
- MAKE SURE SHOW SECRETARY HAS SENT IN IBHA SHOW APPROVAL FORMS AND THAT TREASURER HAS MADE A CHECK OUT FOR THE CORRECT FEES

## TIME LINE FOR UMBHA PRESIDENT

### MARCH

- HOLD MEETING BEFORE CONVENTION
  - ✓ NEED TO DISCUSS AND VOTE ON WHETHER OR NOT UMBHA WANTS TO SPONSOR A CLASS AT THE IBHA WORLD SHOW SO THE FORM AND PAYMENT CAN BE TURNED IN AT CONVENTION
- HAND OUT DIRECTORIES DURING THIS MEETING
- MAKE SURE TREASURER HAS PAID INSURANCE PREMIUM FOR THE YEAR – THIS WILL BE DUE IN APRIL
- REMIND QUEEN, JR QUEEN & PRINCESS TO ATTEND MIDWEST HORSE FAIR IN APRIL
- MAKE SURE TREASURER SENDS IN FORM AND PAYMENT FOR WORLD SHOW CLASS SPONSORSHIP (MINI MARE HALTER IN MEMORY OF EUGENE ZIMMERMANN)

### APRIL

- MIDWEST HORSE FAIR
- EMAIL MEMBERSHIP AT END OF MONTH OF DEADLINES
  - ✓ NOMINATIONS
  - ✓ PRE ENTRIES
  - ✓ STALL RESERVATIONS

### MAY

- SET MEETING DATE, TIME AND AGENDA FOR MEETING TO FINALIZE THE SHOWS
- GET MEETING MINUTES FROM SECRETARY TO DO AGENDA FOR JUNE SHOW
- SEND OUT EMAIL WITH AGENDA TO MEMBERS REMINDING THEM OF JUNE SHOW AND MEETING
- REMIND YOUTH TEAM THAT DEADLINE FOR WORLD SHOW IS RIGHT AFTER OUR SHOW. ALL PAPERWORK NEEDS TO BE HANDED IN TO THE YOUTH ADVISOR AT THE UMBHA JUNE SHOW AS IT ALL HAS TO BE HANDED IN TOGETHER. THEY ALSO NEED TO BE GETTING SPONSORS
- DEADLINE FOR THE RICH KURJEZA VERSITILITY SCHOLARSHIP IS DUE JUNE 1<sup>ST</sup> AND HELD DURING THE WORLD SHOW

## TIME LINE FOR UMBHA PRESIDENT

### JUNE

- HOLD MEETING AT SHOW
- GET MEETING MINUTES FROM SECRETARY TO DO AGENDA FOR JULY SHOW
- SEND OUT EMAIL WITH AGENDA TO MEMBERSHIP REMINDING THEM OF JULY SHOW AND MEETING
- REMIND SECRETARY AND TREASURER TO SEND BI-ANNUAL REPORTS TO IBHA. THIS INCLUDES MEMBERSHIP LIST, MINUTES AND YTD TREASURER'S REPORT

### JULY

- HOLD MEETING AT SHOW
- GET MEETING MINUTES AND DO AGENDA. SEND OUT EMAIL WITH AGENDA TO MEMBERSHIP REMINDING THEM OF AUGUST SHOW AND MEETING

### AUGUST

- HOLD MEETING AT SHOW
- ASK MEMBERSHIP TO START THINKING OF PROS AND CONS OF YEAR TO DISCUSS AT ANNUAL MEETING

### SEPTEMBER

- MAKE SURE POINTS PERSON GETS POINTS TALLIED AND GIVEN TO THE AWARDS COMMITTEE SO THEY CAN GET THE INFORMATION ON AWARDS TO THE WINNERS IN A TIMELY MATTER. IF THE BANQUET IS IN NOVEMBER, THIS NEEDS TO BE COMPLETED WITHIN TWO WEEKS OF THE LAST SHOW.

### OCTOBER

- GET MEETING MINUTES AND DO AGENDA. SEND OUT TO MEMBERSHIP DATE OF MEETING AND LOCATION. PREFERABLY SOMETIME IN OCTOBER
- MAKE SURE BANQUET & AWARDS COMMITTEE ARE SET

### NOVEMBER

- HOLD BANQUET
- ANNUAL ELECTIONS
- CLUB RENEWAL DUE

### DECEMBER

- RULE PROPOSALS AND CHANGES DUE DEC. 10<sup>TH</sup>
- DEADLINE FOR DIRECTORY
- SEND OUT CHRISTMAS GREETINGS EMAIL TO MEMBERS. 😊