



BOARD MEMBER ROLES & RESPONSIBILITIES

Board members are responsible for the governance of the association, for recognizing the responsibility of protecting the long-range future of the association and seeing to it that it fulfils its obligations to its members.

1. Directors have a fiduciary duty to act in the best interests of the association and with a view to its purposes. These come from common law and statute. Fiduciary duties include a duty of care and a duty of loyalty to the association.
2. As a board member, you must make sure you meet the needs of the people you serve – the members of the association.
3. Board members, acting as a group, set policies and goals for the association to implement and achieve.
4. Board members must ensure their association has adequate finances and that money is reasonably spent.
5. The board elects and evaluates a President, who in turn becomes the association's "manager". The Board also elects the Vice President, Treasurer and Secretary who assist the President in managing the affairs ("The Executive Committee").
6. Board members must play an active role in supporting the association and the Executive Committee. Individual board members may be asked to assist in the day to day affairs of the association by fulfilling staff roles, in addition to their role as a director (AHTA has no paid staff, and thus board members may be asked to fulfil both duties – e.g. competitions, clinics, athlete development, special events, communications).
7. Individual board members will attend and actively participate in board meetings, and must respond to emails and participate regularly in discussions electronically or otherwise (per section 3.2 of the AHTA bylaws)

Responsibilities:

- Adopt an open and constructive approach to all Board proceedings, contributing proactively to Board debate and promoting the active contribution of others;
- Diligently review and consider all information provided to the Board and to seek further information if required to properly inform Board debate;
- Represent and promote the AHTA to existing and prospective members and clubs and to the equine community at large;
- Serve as an advocate and act in the best interest of the AHTA;
- Where possible maintain current knowledge of programs/activities and projects;



- Work within the policy framework established by the Board of Directors;
- Be accessible to Directors and members as needed;
- Fulfill commitments within the agreed upon deadlines;
- Collaborate and communicate with other Directors;
- Keep the President apprised of relevant issues or concerns;
- Maintain loyalty to the association;
- Maintain the confidentiality of any information given to the Board of Directors

TIME COMMITMENTS

- Attend quarterly board of directors' meetings and ad hoc meetings as required
- Ability to commit volunteer time of a minimum of two hours per month

POSITION DESCRIPTION: PRESIDENT

ACCOUNTABLE TO: Board of Directors

FUNCTION: To provide leadership and direction to the membership and the governing board of the association by ensuring that all Directors understand and exercise their responsibilities with regard to the management of the association's programs and finances. Acts as the principle executive officer of the association, overseeing the general management of operations.

DUTIES & RESPONSIBILITIES:

- Responsible for planning, organizing, and directing of the association's operations and programs;
- Preside over all regular, special board meetings and members meetings;
- Liaison with all equestrian groups or agencies at the provincial or national level;
- Liaison with all government agencies to promote and represent the AHTA;
- Ensure annual review of insurance program is performed as required;
- Ensure annual governance review is performance as required;
- Act as principle spokesperson for the association;
- Ensure that board members follow-through on all assigned tasks;
- Facilitate communication between directors;
- Sign with other appropriate officers corporate and legal documents;
- Oversee and report on the association's results for board of directors;
- Provide written report for each board of directors meeting;
- Attend all regular and special board meetings and participate in proceedings;
- Appoint and supervise any standing committees to ensure all committees are current, active and completing the duties assigned;
- Assist in orientation of new Directors



TIME COMMITMENTS

- Bi-Monthly Executive Committee conference calls or face to face meetings and ad hoc meetings as required;
 - Quarterly Board of Director meetings;
 - Committee meetings and work;
 - Ability to commit volunteer time of a minimum of five to ten hours per month
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POSITION DESCRIPTION: VICE PRESIDENT & DIRECTOR OF COMMUNICATIONS

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: To provide leadership and direction to the membership and the governing board of the association in conjunction with the President. Performs the duties of the President in his/her absence.

DUTIES & RESPONSIBILITIES:

- Accountable to manage the website, all social media and the monthly newsletter;
- Liaises with the Executive Committee in the event of decisions to be made;
- Attend all regular and special board meetings and participate in proceedings;
- Assists in orientation of new Directors

TIME COMMITMENTS

- Bi-Monthly Executive Committee conference calls or face to face meetings and ad hoc meetings as required;
 - Quarterly Board of Director meetings;
 - Committee meetings and work;
 - Ability to commit volunteer time of a minimum of five hours per month
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POSITION DESCRIPTION: TREASURER

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: The Treasurer supervises the financial business of the association in coordination with the President. Acts as Chief Financial Officer (CFO).

DUTIES & RESPONSIBILITIES:

- Acts as the bookkeeper of the association, and develop and implement financial procedures and systems;
- Oversee the financial wellbeing of the association;
- Ensure any legal audit requirements are met;



- Oversee the preparation of the annual budget and monitor its implementation;
- Recommend and enforce Financial Policies;
- Provide written report for each board of directors meeting;
- Submit a financial report to be approved at each board of directors meeting which includes a report on performance against budget;
- Attend all regular and special board meetings and participate in proceedings;
- Liaises with the Executive Committee in the event of decisions to be made

QUALIFICATIONS:

- Chartered Professional Accountant (CPA) designation strongly desired

TIME COMMITMENTS:

- Bi-Monthly executive conference calls or face to face meetings and ad hoc meetings as required;
 - Quarterly Board of Director meetings;
 - Committee meetings and work;
 - Ability to commit volunteer time of a minimum of two to five hours per month
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POSITION DESCRIPTION: SECRETARY

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: Coordinate with the President to oversee the record keeping and correspondence of the membership and governing body of the association, ensuring compliance with relevant provisions of the bylaws.

DUTIES & RESPONSIBILITIES:

- Oversee recording of actions of board meeting in the minutes and ensures distribution of them to board members, the President, and others as approved by the board;
- Obtains information from records and minutes to be used in board decision-making;
- Oversees that associational records are protected for long-term safekeeping;
- Attend all regular and special board meetings and participate in proceeding;
- Liaises with the Executive Committee in the event of decisions to be made

TIME COMMITMENTS:

- Bi-Monthly Executive Committee conference calls or face to face meetings and ad hoc meetings as required;
 - Quarterly Board of Director meetings;
 - Committee meetings and work;
 - Ability to commit volunteer time of a minimum of one to three hours per month
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DIRECTOR CODE OF CONDUCT

Board members are expected to:

- Be trustworthy, exhibit honesty, loyalty and discretion in all equestrian related activities
- Issue public statements only in an objective and truthful manner
- Keep confidential information confidential
- Uphold issues of safety and fairness in all aspects of equestrian sport
- Conduct themselves in a manner which reflects the values and ethics of Alberta Horse Trials Association
- Represent their skills and abilities fairly and accurately
- Never engage in any form of harassment, discrimination, inequitable or disrespectful treatment of any individual
- Develop and advocate policies and procedures that foster fair, consistent and equitable treatment for all
- Adhere to Alberta Horse Trials confidentiality and conflict of interest policy and guidelines.
- Be responsible for the commitments they make to and on behalf of Alberta Horse Trials Association
- Communicate promptly when they are unable to follow through on their commitments

CONFLICT OF INTEREST POLICY

A conflict of interest occurs when a Board Member derives or appears to derive a personal benefit or financial gain as a result of, or in connection with, their role as a Member of the Board. A personal gain has occurred if the benefit falls to the Member or someone in the Member's immediate family. Board Members must endeavor to keep all personal employment activities separate and distinct from Board responsibilities in order to prevent the appearance of a conflict of interest. As soon as a Member identifies a potential conflict of interest s/he will disclose it to the Board where the status will be determined by unanimous vote. If a conflict of interest exists then, during any consideration of the matter by the Board, the Member must:

1. Abstain from participation in discussion or voting on the matter;
2. Refrain from influencing the voting in any way, either before or during the meeting; and

The minutes of the Board will record the existence of a conflict of interest and the actions taken in respect of above-noted points 1 and 2. The Board may request the resignation of any Member who fails to disclose a conflict of interest.



CONFIDENTIALITY POLICY

Whereas Alberta Horse Trials Association is responsible for protecting the confidentiality of certain information and whereas, from time to time Board members may be privileged to hear or read confidential information. Be it resolved that all such information is to be treated with the utmost discretion and is not to be discussed outside of the Board. A board member who fails to uphold this policy may be asked to resign.

DOCUMENT RETENTION AND DESTRUCTION POLICY

The Document Retention and Destruction Policy identifies the record retention responsibilities of members of the board of directors, volunteers, committee members and outsiders (independent contractors via agreements with them) for maintaining and documenting the storage and destruction of the association's documents and records.

The association's members of the board of directors, volunteers, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

1. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Secretary.
2. All other paper documents will be destroyed after three years;
3. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
4. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel and President for any current or foreseen litigation if members have not been notified); and
5. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

Record Retention

The following table indicates the minimum requirements for the AHTA's document retention policy:

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years



Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Correspondence (with members and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Inventory records for products, materials, and supplies	5 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Personnel files (terminated Directors)	7 years
Tax returns and worksheets	Permanently