



## Roles and responsibilities of an ILRHA board member

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Our board members are what makes the Illinois ranch horse Association great! Our board is filled with individuals that possess attributes including having a passion for our mission, a commitment to strategic and fiduciary duties, & a collaborative and engaged dynamic.

When you join our board, not only do you get the opportunity to give back to the ILRHA community, you also have the opportunity to gain experience, develop leadership skills, and use your expertise to make a tangible impact on the Illinois Ranch Horse experience.

### Overview

Board members have the opportunity to provide input on the operations by serving as advocates and ambassadors for the organization. Key duties include attending meetings, reviewing activities, and contributing to decisions made on behalf of the members. The following are a few examples of available opportunities:

- Having a vote in elected officers
- Participate in choosing show dates
- Helping In committees to better Awards, fundraisers, youth activities, patterns, etc. (see committee listing and descriptions below)
- Determining year end Awards budget.
- Coming up with activities that exhibitors can participate in that are outside of showing their horses.
- Putting on successful shows by contributing to the following:
  - Showbill classes (class order & selection of classes)
  - Daily start/end times & show dates
  - Exhibitor fees
  - Input with hiring paid positions: judges, scribes, gate help, announcers, show secretary, etc.
  - Designing patterns & completing pattern set up at shows
  - Obtaining equipment from storage shed on site
  - Taking equipment back out to storage shed as no longer needed during the show.
  - Bringing hired staff food, including judges, scribes and announcer.
  - Other tasks needing to be completed for show to be successful.

### Elected Positions

Elected positions are one-year terms and are nominated and voted on after the board nominations and voting has concluded for the following year. Positions are president, vice president, secretary, and treasurer. Please see below descriptions of each position.

**PRESIDENT** - presides over meetings, overseeing the organization's operations, acting as the primary spokesperson, and ensuring the association's strategic goals and mission are met. The president leads the board of directors, works with members and committees, and serves as the official representative to members, the community, and other participants.

### Leadership and oversight

- **Preside over meetings:** Lead board and membership meetings, ensuring they are conducted in an organized and productive manner and in accordance with the association's bylaws.



- **Lead the board:** Guide the board in making decisions, fostering collaboration, and ensuring that members are active and engaged.
- **Work with professionals:** Act as the liaison between the board and professional management companies, legal counsel, or other vendors. This includes signing contracts for hired show staff: judges, scribes, gate attendance, announcer, show secretary, facility, etc.

### **Representation and communication**

- **Serve as spokesperson:** Speak on behalf of the association to members, the public, the media, and other external parties.
- **Build relationships:** Develop and maintain positive relationships with members, sponsors, and other participants.
- **Communicate vision:** Champion the association's mission and communicate its importance to internal and external stakeholders.

### **Strategic and administrative duties**

- **Strategic planning:** Work with the board on strategic planning and ensure the organization's activities align with its mission and vision.
- **Financial oversight:** Oversee sound financial practices, including budgeting, and work with the treasurer to secure necessary funding.
- **Enforce rules:** Ensure that the association's rules, policies, and governing documents are followed by members.

**VICE PRESIDENT** - supporting the president, stepping in to lead when the president is absent, and assisting with general association activities like meetings and special projects. VPs also often oversee committee work, act as a liaison with other groups, and help with strategic planning and day-to-day operations. Their role is to support the president and ensure the smooth, consistent operation of the association.

### **Key responsibilities**

- **Substitute for the President:** Step in to lead meetings, sign documents, and handle other presidential duties in the president's absence or incapacitation.
- **Support the President:** Assist the president with their responsibilities, which can include helping to write meeting agendas, managing the budget, and carrying out special projects.
- **Oversee committees:** Work with various committees, sometimes acting as a liaison between the board and the committees, and helping to coordinate recruitment and elections.
- **Act as a liaison:** Serve as a representative for the association to other groups, external organizations, and sometimes the management company.
- **Assist with operations:** Help with the day-to-day management of the association, which may include coordinating maintenance, securing bids, or managing employees.
- **Participate in strategic planning:** Get involved in high-level decision-making, such as setting strategic goals, approving expenditures, and monitoring the organization's performance.



**SECRETARY** - administrative management, record-keeping, and communication. This includes scheduling meetings, preparing agendas, taking and distributing minutes, and maintaining official records and correspondence. A secretary also ensures members are informed, handles the organization's archives, and helps with compliance with legal and association requirements.

#### **Administrative and logistical duties**

- Agendas: Prepare and distribute meeting agendas in coordination with the President.
- Minutes: Accurately record minutes of meetings, including motions and decisions.
- Action items: Track and ensure follow-up on action items decided during meetings.
- Elections: Coordinate election procedures for the board or committee members.

#### **Record-keeping and documentation**

- Maintain records: Keep accurate and organized records of the association, including membership lists and official documents.
- Archives: Manage and store the association's historical records and archives.
- Document control: Handle the creation, storage, and distribution of all official documents.

#### **Communication and liaison**

- Correspondence: Handle and direct all official correspondence, including emails, letters, and other communications.
- Member notification: Inform members of upcoming meetings, dates, times, and locations.
- Internal communication: Act as a liaison between the board and members, keeping everyone informed of activities.
- External communication: Send and receive formal letters and documents on behalf of the association.

**TREASURER** - managing financial administration, such as overseeing budgets, collecting and depositing funds, and tracking income and expenditures. They also handle financial reporting and compliance, like preparing financial statements and ensuring the organization meets tax and other legal requirements. Key tasks involve managing banking, reconciling statements, authorizing payments, and advising the board on financial strategy.

#### **Financial management and oversight**

- Budgeting: Prepare and present annual budgets, monitor spending against the budget, and advise on the financial implications of strategic plans.
- Banking: Manage bank accounts, make deposits, reconcile statements, and maintain good banking practices, such as requiring two people to count money.
- Cash flow: Manage cash flow to ensure there are enough funds to cover expenses and initiatives.
- Record-keeping: Maintain accurate and complete financial records of all transactions.
- Safeguarding assets: Protect the organization's funds from fraud or theft and manage reserve funds.

#### **Financial reporting and compliance**

- Reporting: Provide regular financial reports on the organization's financial position to the board and members.
- Audits: Coordinate and prepare for financial audits or reviews.



- Tax filings: Ensure that the association complies with all federal, state, and local tax requirements and file necessary tax returns.
- Compliance: Ensure all financial activities comply with the conditions of funders and relevant legislation.

### **Strategic and administrative tasks**

- Financial strategy: Advise the board on financial strategy, including investment and fundraising efforts.
- Payment processing: Pay bills, approve invoices, and manage accounts payable.
- Member relations: Notify members about delinquent dues payments.
- Handover: Transfer all financial records, accounts, and necessary information to the new treasurer at the end of their term.

## **Committees**

Each committee group is broken down into people that are interested in making that portion of our association better. Each committee is comprised of one chair who will run and maintain that committee And others who would like to contribute.

### **AWARDS COMMITTEE**

- Pick out awards for weekend and special events Awards at shows.
- Work with Futurity committee to choose Futurity Awards.
- Help determine budget needed for year-end Awards.
- Choose year-end Awards
- Assist in receiving and distributing Awards to shows/banquet.
- Other events that may need Awards throughout the year.

### **FUNDRAISER COMMITTEE**

- Generate events at shows or outside of shows to raise money.
- 2024 fundraiser events included stall setup at shows, t-shirt fundraiser, auction at banquet, Barn bingo, etc.
- Other activities that come up pertaining to the fundraising committee.

### **FUTURITY COMMITTEE**

- Obtain sponsors specifically for Futurity, including any added money for the futurity.
- Develop Futurity patterns.
- Work with Awards committee on Awards. Determine budget between Awards and payout.
- Work with show committee on best time to have the Futurity event during the October show.
- Put together Futurity program featuring horses entered and sponsors.
- Promote the futurities to get as many entries as possible.
- Improve on the Futurity program from previous years.
- Anything else that comes up during the year pertaining to the futurity.



## **MEDIA COMMITTEE**

- Keep Facebook up-to-date. This could be pertaining to events, things that are happening, announcements, sponsor, shout outs, etc.
- Keep the website up to date. Add form links as they become available. Updating forms as they need to be. Example, after each show, upload. Any event standings that need to be updated.

**SHOW COMMITTEE** *This Group only works on the below. Anything pertaining to the show as a whole, will be communicated and talked through on the director's page show as we need all board members to actively participate to have the shows run the best they can.*

- Approve patterns for each show.
- Extracurricular activities that can happen at the shows to boost exhibitor involvement.
- Other items that come up in pertaining to the show committee.

## **SPONSORSHIP COMMITTEE**

- Work together to obtain sponsorships for the current year.
- Reach out to past and current sponsors to see if they will sponsor again. Returning sponsors get an additional \$50 added to base sponsorship amount.
- Make sure someone is dedicated at the show shows to check that all correct sponsorship banners are hung.
- Verify that the media committee has the correct sponsors listed on the website and that links are working correctly.
- Send out thank yous to sponsors.
- If items are donated, work with Awards committee, fundraiser committee, or show committee on what to do with them.
- Work With the treasurer to make sure proper documentation is provided to the sponsors for tax purposes.
- Any other items that may fall under the sponsorship committee throughout the year.

## **YOUTH COMMITTEE**

- Generate youth activities at the shows. Some of these items might be a scavenger hunt, coloring station, roping competition, etc. Something fun for the youth to do in addition to showing. Example: free clinic for the youth at a show.
- Get together a team to participate at World show or other events that ARHA puts on.
- Create a welcoming atmosphere for the youth. They are the future of the ILRHA.
- Any other tasks that may come up pertaining to this committee throughout the year.