

USHJA POLICY STATEMENT

Subject: Secretary/Treasurer Job Description

Policy Number: BOD106-107

Date of Board Adoption: March 28, 2022

Board Approved Effective Date: March 28, 2022

Secretary/Treasurer Job Description

Position:	<u>Secretary/Treasurer</u>
Time commitment:	USHJA's Secretary/Treasurer is responsible for working with the President, other Officers, and Directors, which includes i) interacting with and responding to members and volunteer inquiries, ii) representing USHJA at events, iii) attending the Annual meeting and Mid-Year Board meeting, monthly Board and Executive Committee meeting conference calls and related preparation, and iv) performing duties that may be assigned to the Secretary/Treasurer by the Board of Directors or the President, including serving as a member of the Budget and Finance Committee. Travel on behalf of the USHJA as required. Meetings as necessary with the USHJA Chief Financial Officer.
Term:	Four years commencing the year election held at the Annual Meeting. Assume office at the conclusion of the December Annual Meeting in year elected.

Accountability

The Secretary/Treasurer is accountable to the members and other stakeholders in the hunter and jumper sport and reports to the Board of Directors. As a National Officer, the Secretary/Treasurer is accountable for the Association's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources.

Overview

Secretary/Treasurer. Acts in the best long-term interests of the organization and its community and brings to the task informed decision-making, a broad knowledge and an inclusive perspective

Tasks and Duties

- Give the required notice of all meetings of the Board and the Executive Committee.
- Keep minutes for meetings of the Board and Executive Committee, and distribute the minutes to Board members.
- Oversee the funds and accounts of USHJA.
- Oversee the proper keeping of the books of account, showing the disposition of funds of the USHJA.
- Make a full report in writing covering the financial condition of USHJA at each Annual Meeting and at other times that may be requested by the Board of Directors.

- Serve as Chair of the USHJA Budget and Finance Committee.
- Perform other duties as assigned by the Board of Directors or the President.
- Prepare for and attend Board meetings/conference calls.
- Work collaboratively as a team member and support Board decisions once they are made.
- Abide by the Bylaws and other polices that apply to the Board of Directors.
- Attend and participate in the Mid-Year and Annual Meeting.
- Keep informed about hunter jumper sport and larger equestrian community issues relevant to the mission and objectives of the Association.
- Support the growth and development of all segments of hunter jumper sport and community.
- Support succession planning on all levels.

Requirements

- Is a USHJA Senior Active Member in good standing.
- Is eligible to serve in accordance with term limits.
- Agrees to accept the responsibilities of the position if elected.
- Service in equestrian organizational governance and service as a Director or Officer of the USHJA for at least two of the previous four years is preferred.
- Works in concert with the President, Officers, Executive Director, and professional staff.
- Able to work with Finance Department staff to learn and understand the financial business constructs of USHJA
- Ability to understand budgets and financial statements, and speak on USHJA's financial position to the Board
- Possesses a fundamental understanding of national and international hunter/jumper sport.
- Possesses a working knowledge of the bylaws, rules, policies, and procedures of the USHJA.
- Has strong written and verbal communication skills.

See USHJA Bylaws for additional information.