

DRAFT

1.L. COMMITTEE STRUCTURE

approved Oct 2010

British Columbia Quarter Horse Association (BCQHA) is operated by a board of directors which includes two representatives from each zone, Media Liaison Representative, Youth Director, Amateur Representative and AQHA Director(s) from British Columbia.

At the first meeting of the Board following the AGM the officers and executive of the society shall be elected. The following standing committees will also be appointed at this or a subsequent meeting:

- a. Finance and Budget
- b. Show and Awards
- c. Membership and Communication
- d. Youth
- e. Recreational Riding
- f. Amateur
- g. Governance/Nominations

Committees will be comprised of board members, Society members or outside appointments. At least one member of the committee must be a board member who is responsible for liaison between the Board and Committee. Committees should not normally exceed eight members. They will appoint a Chair and secretary and ensure all minutes are properly recorded with minutes provided to the BCQHA Secretary for forwarding to all Board members. No monies shall be expended without the express permission of the BCQHA Board. It is recommended that members be rotated over time to ensure new members have a chance to become involved with BCQHA. A committee report should be submitted for each board meeting to keep all members advised of what is happening or being looked at and discussed.

A. DIRECTOR'S JOB DESCRIPTION

The society is a working board at the present time. Directors are responsible for various areas of responsibility as assigned by the Board, or in which they have suitable skills, experience and knowledge. Directors individually have no ability to set policy or make decisions unless previously authorized by the Board as a whole.. Questions about issues of concern noted during meetings should be brought to the President and/or board for discussion and direction.

Directors are expected to:

- a. attend scheduled meetings,
- b. take on a committee to champion or take responsibility for,
- c. promote BCQHA within the wider community,

- d. ensure due diligence and fiduciary responsibility for the society,
- e. propose changes or new policy for the Board policy book to ensure smooth running board and society, and,
- f. communicate with all Board members ideas, concerns, etc to promote the smooth functioning of BCQHA.

Each director is expected to attend as many board meetings as possible and to send reports and advise of non attendance when necessary. Directors failing to do this for three consecutive, regular monthly meetings without notification to the Ranch office will be deemed to have resigned as a director (may be asked to submit a letter of resignation).

B. COMMUNICATIONS -

Communication within the board and with outside members and industry representatives is essential to the long term future of BCQHA.

The sole spokesperson for the Ranch shall be the President or in the President's absence, the Vice-President. Individual directors will provide information or communications as authorized by the Board or President.

A web site will be maintained to provide a point of contact for the general public. A newsletter may be sent or e-mailed to Society members at least annually, or more frequently, if time and funding allow.

All communication with Society members and the general public shall be in accordance with the provisions of Federal and Provincial Privacy laws. Any information gathered will be safeguarded and used only for the purposes expressed when it was gathered. At no time will information be shared or sold from membership lists, season's pass holder lists, volunteer information, and attendee details. Property or financial donations will only be made public with the written permission of the donor.

C. FINANCIAL/BUDGET COMMITTEE

This committee shall consist of the Zone Treasurers, BCQHA Treasurer, a CQHA rep, Insurance Coordinator and a TAKE Aim rep with the President as ex officio.

Tasks include:

- present annual budget for approval by directors in Oct
- preliminary strategic planning and wish list for grant funding to October meeting
- finding volunteers to review the books annually
- follow up on grant funding to ensure spending and accounting
- make recommendations for investing/GIC's
- ensure collection of monies owing

document how zones can access grants funding from BCQHA

D. SHOW AND AWARDS

This committee shall consist of a representative from each Zone, a BCQHA Director, a CQHA rep, a Region One representative, an AQHA Director and the Drug screening Coordinator with the President as ex officio.

Tasks include:

- Coordinate year end awards

- Make recommendations for changes to show policies

- Ensure zones and show committees are aware of their responsibilities in hosting a show

- Submit a draft annual events calendar to the October Directors' meeting

E. MEMBERSHIP AND COMMUNICATION

This committee shall consist of one or two representatives from each Zone, a BCQHA Director, Media Liaison Person and Membership Secretary with the President as ex officio.

Tasks include:

- Promote membership in BCQHA

- Ensure the web-site is kept current and active

- Develop member retention strategies

- Recommend suitable advertising to promote BCQHA

- Coordinate a system of communication to members (e-mail, facebook, magazines, newsletters, etc)

F. YOUTH

This committee shall consist of a Youth Director from each Zone, a BCQHA Director, and the BC Youth Director with the President as ex officio.

Tasks include:

- Coordination of youth activities in BC

- Support for the AQHYA in BC

G. RECREATIONAL RIDING

This committee shall consist of a representative from each Zone, a BCQHA Director and the AQHA Recreational Advisor with the President as ex officio.

Tasks include:

- Coordinate recreational riding activities in the province

- Ensure at least one AQHA Ride is held annually

Promote membership and activities for non show participants

H. AMATEUR

This committee shall consist of a representative from each Zone, a BCQHA Director and the Amateur Representative with the President as ex officio.

Tasks include:

- Gather information from amateur riders

- Provide information to shows on what amateur members are wanting for classes

I. GOVERNANCE/ NOMINATIONS

This committee shall consist of a Director from each Zone and AQHA.

Tasks include:

- Review governance documents and proposing changes over time

- Ensure timelines and legal requirements are met for annual/special meetings

- Solicit nominations for director and committee positions