

## USHJA POLICY STATEMENT

**Subject: Secretary Job Description**

**Policy Number: BOD106**

**Date of Board Adoption: May 18, 2020**

**Board Approved Effective Date: May 18, 2020**

### Secretary Job Description

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Position:	<b><u>Secretary</u></b>
Time commitment:	USHJA's Secretary 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 by the Board of Directors or the President. Travel on behalf of the USHJA as required.
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.

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### **Accountability**

The Secretary is accountable to the members and other stakeholders in the hunter and jumper sport. As a National Officer, the Secretary 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. 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.
- 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 including that of Secretary

## 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.
- Possesses a working knowledge of the bylaws, rules, policies, and procedures of the USHJA.
- Has strong written and verbal communication skills both one-on-one and in presentations.

See USHJA Bylaws for additional information.