

## USHJA POLICY STATEMENT

**Subject: Director Job Description**

**Policy Number: BOD108**

**Date of Board Adoption: March 9, 2020**

**Board Approved Effective Date: March 9, 2020**

### Director's Job Description

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Position: **Board Member**

Time commitment: USHJA Board Members are responsible for working with other USHJA officers, fellow Board Members, Committee and Task Force Members, which includes, i) interacting with and responding to member and volunteer inquiries, ii) representing USHJA at events, iii) attending the Annual Meeting and Mid-Year Board meeting, and other Committee conference calls and related preparation, and iv) working collaboratively with fellow Board members on specified projects. In-person attendance for four days in December at the USHJA Annual Meeting and two days at the USHJA Mid-Year Board Meeting are required as well as participation in bi-monthly conference calls.

Term: Four years, elected at the Annual Meeting. Assume office at the conclusion of the December Annual Meeting.

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### Accountability

The Board of Directors, "Directors" are collectively accountable to the members and other stakeholders in the hunter and jumper sport. Directors are 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

Directors. Act in the best long-term interests of the organization and its community and bring to task informed decision-making, broad knowledge, and an inclusive perspective.

### Tasks and Duties

- 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 by-laws and other policies that apply to the Directors.

- Monitor the performance of the organization in relation to objectives and core values, provide insight and input on observations.
- Approve the budget and monitor the financial performance of the Association.
- Establish, review and monitor policies that guide core operational practices (e.g. financial management).
- Participate in the evaluation of the Board.
- Participate in board training and development.
- Participate in committee work as assigned.
- Attend and participate in the Mid-year and Annual Meeting.
- Stay informed about community issues relevant to the mission and objectives of the Association.

## 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.
- Possesses a fundamental understanding of national and international hunter/jumper sport.
- Demonstrates a willingness to support the growth and development of all segments of the hunter jumper sport and community.
- Possesses a working knowledge of the by-laws, rules, policies, and procedures of the USHJA.
- Fosters training and mentorship for all volunteers and Directors
- Must provide an annual financial contribution to the USHJA Foundation in the amount of the director's choosing (no minimum requirement) as a vote of confidence in the supporting organization of the USHJA.

See USHJA by-laws for additional information.