

USHJA POLICY STATEMENT

Subject: President Job Description

Policy Number: BOD104

Date of Board Adoption: March 9, 2020

Board Approved Effective Date: March 9, 2020

President's Job Description

Position: **President**

Time commitment: USHJA's President is responsible for 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, preparing for and presiding over monthly Board and Executive Committee meeting conference calls, iv) participating in other committee calls as necessary, and v) attending the USEF Annual Meeting and participating in USEF Committees. Travel on behalf of the USHJA is 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.

Accountability

The President reports to the Board of Directors. As a National Officer, the President 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

- **President-Elect.** Upon election in September and until the conclusion of the USHJA Annual Meeting in December, the elected individual will serve as President-Elect. The President-elect shall:
 - Work with the current President and provide input in the seating of Working Groups, Committees, and Task Forces.
 - Receive education by the President and Executive Director in both the administrative functions of the USHJA and its relationship with the Federation and other affiliates.
 - Serve as a non-voting member of the Board of Directors and/or Executive Committee unless already serving as a member of these entities upon election.
- **President.** Once the elected individual assumes the office of President, he/she will have the following responsibilities:
 - Be the public face of the USHJA and demonstrate inclusivity, openness, and responsiveness.

- Conduct the business of the organization,
- Guide the strategic growth and direction of the USHJA in accordance with policies approved by the Board of Directors.
- Preside over the volunteer leadership, encourage and inspire the Board of Directors, committee members and other individuals to serve and contribute their time and talent.
- Monitor the performance of the Association in relation to its objectives and core values, provide insight and input on observations.
- Act in the best long-term interests of the organization and its community and exercise informed decision-making, broad knowledge and an inclusive perspective.
- Conduct the business of the organization, including but not limited to signing all contracts and obligations and performing such other duties as may be assigned to the President by the Board of Directors.
- Oversee that plans approved by the Board of Directors are implemented.
- Hire and oversee the work of an Executive Director in accordance with the Board of Directors' approved policy.

Tasks and Duties

- Manage and guide interaction and relationship with USEF and other affiliate organizations.
- Establish the agenda and chair all meetings of the BOD and Executive Committee
- Appoint the Chair, Vice-Chair and/or Co-Chairs of all standing and ad hoc Committees, except for the Audit Committee and Nominating Committee, in accordance with Board of Directors' approved policy.
- Serve as an ex-officio member of all Working Groups, Committees, and Task Forces or other USHJA member structures except the Audit Committee and Nominating Committee.
- Maintain a working knowledge of Hunter Jumper community issues relevant to the mission and objectives of the Association
- Supervise the Executive Director.
- Monitor the financial performance and budgetary status of the USHJA.
- Abide by the Bylaws and other policies that apply to the Board of Directors.
- Preside over the Annual Meeting and provide a State of the Association presentation
- Attend the USEF Annual Meeting
- Support the growth and development of all segments of the hunter jumper sport and community
- Support succession planning on all levels including that of the President

Requirements

- Is a USHJA Senior Active Member
- Is eligible to serve in accordance with term limits
- Works in concert with the Executive Director and Professional Staff.
- Possesses a fundamental understanding of national and international hunter/jumper sport.
- Is able to travel as the position requires.
- Demonstrates the ability and willingness to raise potentially controversial issues and questions in a manner that encourages dialogue and resolution.
- Possesses a working knowledge of the by-laws, rules, policies, and procedures of the USHJA.
- Has strong written and verbal communication skills both one-on-one and in presentations
- Fosters training and mentorship for all volunteers and BOD members

- Service in equestrian organizational governance and/or service as a Director or Officer of the USHJA for at least two of the previous four years is preferred.
- Understands the dynamics and diversity of the sport on a national and international level.
- Demonstrates a willingness to support the growth and development of all segments of the hunter jumper sport and community

See USHJA by-laws for additional information.