

USHJA POLICY STATEMENT

Subject: President Job Description

Policy Number: BOD104

Date of Board Adoption: July 14, 2025

Board Approved Effective Date: July 14, 2025

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 at the end of the December Annual Meeting, following the election held at the May meeting of the Board of Directors.

If the President-Elect is not a current Board member, they shall have a non-voting seat on the Board until the start of their term as President.

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 at the May Board of Directors meeting, and until the conclusion of the USHJA Annual Meeting in December, the elected individual will serve as President-Elect. If the President-Elect is not a current Board member, they shall have a non-voting seat on the Board until the start of their term as President.
- The President-Elect shall:
 - Seat the Working Groups, Committees, and Task Forces if that reseating shall occur following the election of the President at the May Mid-Year meeting and prior to the President-Elect assuming office at the conclusion of the following Annual Meeting in December.
 - Receive onboarding from the President and Executive Director.
 - 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.
- 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

Qualifications and Requirements

- Is a USHJA Senior Active Member.
- Must be a current member of the USHJA Board of Directors or have served on the USHJA Board of Directors within the 3-year period preceding the Annual Meeting when the President-Elect takes office.

- 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.
- A commitment to volunteer leadership, as demonstrated through time and attendance on USHJA Committees, the Board of Directors, and other special initiatives.
- 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 bylaws, 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 as a USHJA Committee member within the previous eight (8) years.
- 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
- Acknowledgement and acceptance of the time and work commitment inherent in the role of President.

See USHJA Bylaws for additional information.