

## **USHJA POLICY STATEMENT**

**Subject: Vice President Job Description**

**Policy Number: BOD105**

**Date of Board Adoption: July 14, 2025**

**Board Approved Effective Date: July 14, 2025**

### **Vice President's Job Description**

Position: Vice President

Time commitment: USHJA's Vice President is responsible for working closely with the President, 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 Vice President by the Board of Directors or the President, including serving as a member of the Budget and Finance Committee. 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.

### **Accountability**

The Vice President works closely with the President and reports to the Board of Directors. As a National Officer, the Vice 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**

Vice President. Acts in the best long-term interests of the organization and its community and brings to task informed decision-making, a broad knowledge and an inclusive perspective. Once the elected individual assumes the office of Vice President, he/she will have the following responsibilities:

- In the absence of the President, conducts the business of the organization.
- Has the authority to authorize payment as required to conduct the daily business of the organization in the absence of the President, and otherwise perform duties that may be assigned to the Vice President by the Board of Directors or the President
- In the event that a vacancy exists for the office of President, the Vice President serves as Acting President until a new President is elected.

- Actively assist the President with:
  - Running the Board of Directors and Executive Committee meetings
  - Leading Town Halls
  - Responding to member inquiries and comments

### **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 Bylaws and other policies that apply to the Board of Directors
- Undertake work assignments in support of the President
- Participate and represent USHJA at Town Halls and other USHJA events as assigned
- Attend and participate in the USHJA Mid-year and Annual Meetings
- 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 the hunter jumper sport and community
- Support succession planning on all levels including that of the Vice President.

### **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 Vice President takes office.
- Is eligible to serve in accordance with term limits.
- Works in concert with the President, 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 communications skills both on-on-one and in presentations.
- Fosters training and mentorship for all volunteers and BOD members.
- Demonstrates a willingness to support the growth and development of all segments of the hunter jumper sport and community.
- Service as a USHJA Committee member within the previous eight (8) years.

See USHJA Bylaws for additional information.