



Prince Edward Island Horse Council Inc.

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CALL FOR NOMINATIONS

for the Island Horse Council

Board of Directors

About

Island Horse Council (IHC) was founded in the last 1970's to be the caretaker for the Strathgartney Equestrian Park (SEP) in Bonshaw, PEI. From that original purpose, IHC has evolved into the not-for-profit Provincial Sport Organization for Equestrian on PEI. We provide support, leadership and resources to our members and member clubs, to develop equestrian athletes and equines.

We provide our members with programs, educational opportunities, and a variety of benefits to help them learn and grow along with their equine partners, whether their goals are to be high performance athletes or to simply enjoy caring for their horses.

From championing best practices to encouraging fun and participation, IHC is the dedicated provincial voice working to serve, promote and protect the interests of equines and PEI's equestrian community.

The Board's Role

The Board of Directors is the group that decides on the route the association takes in its development.

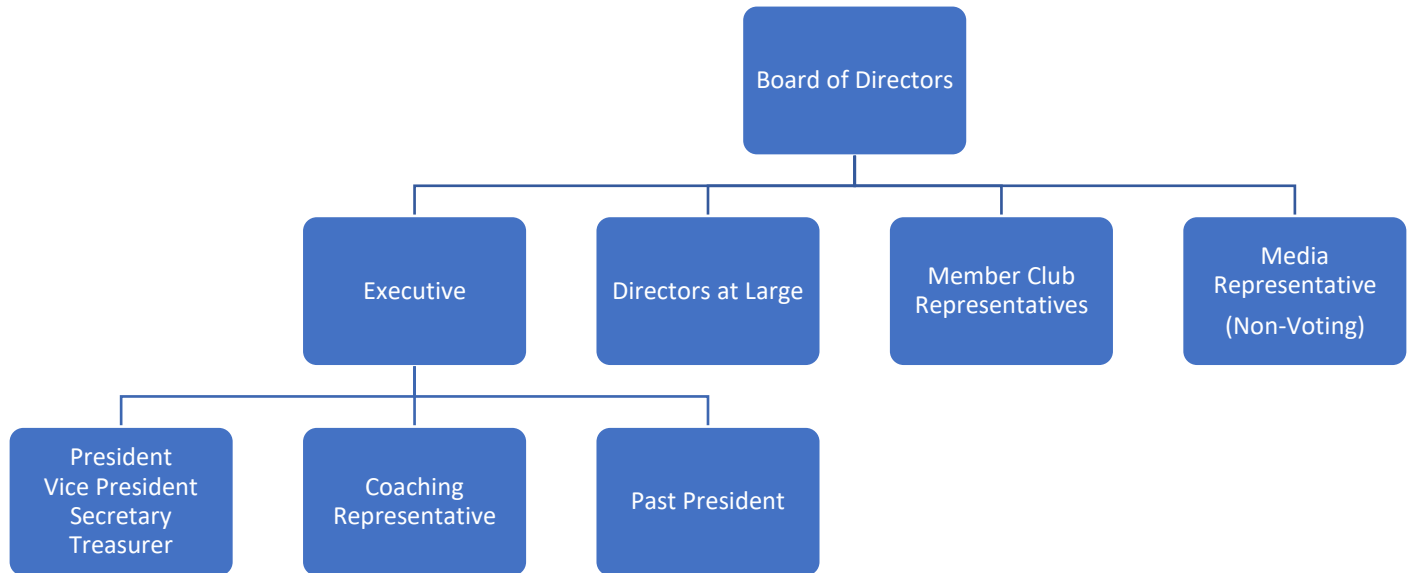
1. The Board is responsible for long-range planning, not day to day affairs. They create programs to advance athlete development, coach and officials' certification, recreation, and equine welfare. Implementation of those programs fall to staff, coaches, and other leaders, which may or may not include the Board Directors
2. The Board is responsible for the financial planning of the organization, ensuring there is enough revenue to carry out its plans by developing financial policies and creating and approving the operating budget for the fiscal year. The Board will not allow individual board members to use their position for personal gain.
3. The Board elects the Executive Committee who is responsible for overseeing month to month conduct of IHC.
4. The Board will give the Executive a clear idea of what it wants the Executive to accomplish, and then let the Elected Executives make all the day to day arrangements of the organization.
5. The Board will monitor and evaluate the organizations progress and perform a self-evaluation at least once a year to improve its performance.
6. The Board will liaise with government and other public bodies in the interests of horse owners and equestrian businesses.
7. To ensure adherence to organization policies, and government and sport regulations.

COMPOSITION OF THE BOARD AND ROLE

The IHC Board of Directors is comprised of 9-17 Directors.

Five to six of the Board positions are the **Executive Directors**. Two of the Board positions are **Directors at Large**. One Board position is **Media Representative** (this is a non-voting position). The remaining positions are appointed by the member clubs, each assigning a representative to sit on the board.

The Nomination Committee receives and verifies nominations for the Executive (except for the Coaching Representative who is appointed by the Certified Equestrian Coaches of PEI), Directors at Large, and Media Representative, who are elected by the members at the Annual General Meeting.



NOMINEES FOR DIRECTOR AT LARGE

Skills and Experience:

The candidate must be a Senior IHC member in good standing. A history of involvement in the provincial equestrian scene, either through recreation or sport, is required. Each Director must actively read and respond to email with reasonable promptness and should have a basic comfort level with MSWord and Excel.

Time Commitment:

- The IHC Board of Directors is elected at the Annual General Meeting in January of each year.
- The Board of Directors then meets approximately 8 times per year, once per month with a break for the summer competition season. The first full meeting of the new Board is held in person, while the following meetings are usually held virtually. Meetings are generally 90 minutes in duration.
- Board members who miss 3 consecutive meetings without cause, or who are inactive in promoting Island Horse Council between Board meetings may be asked to resign by majority vote of the Board.
- Ad hoc committees are formed as needed with volunteer Directors and meet virtually.

Deadline to submit Nomination & Candidate Form: December 15th, 2023. Nominations can also be made on the floor at the AGM

POSITION: **PRESIDENT**

ACCOUNTABLE TO: Board of Directors

FUNCTION: To provide leadership and direction to the membership and the governing board of the organization by ensuring that all Directors understand and exercise their responsibilities with regard to the management of the organization's programs and finances. Works closely with the Directors, supporting the Executive Committee in management of operations. Member of Executive Committee.

DUTIES & RESPONSIBILITIES

- Act as principal executive officer of the organization
- Facilitate communication between directors and Executive Director
- Preside over and participate in all regular, special, and Executive Committee meetings
- Act as principle spokesperson for the organization
- Appoint and supervise standing committees to ensure all committees are current, active and productive
- Assist in orientation of the Directors
- Liaison with equestrian groups, government or agencies at the provincial or national level
- Supervise the elections of the Executive Committee
- May appoint the Past Chair at the pleasure of the Chair
- Ensure board follow-through on all assigned tasks
- Sign with other appropriate officers corporate and legal documents
- Maintain current knowledge of programs/activities and projects
- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Maintain loyalty to the organization
- Serve as an advocate of the organization
- Fulfill commitments within the agreed upon deadlines
- Be accessible to members, staff and directors as needed
- Provide a monthly report for each executive meeting and board of directors meeting

QUALIFICATIONS & REQUIREMENTS

- Email access and a willingness to use it
- Some knowledge of and ability to use word processing programs
- Basic "online" skills
- Proven leadership ability and ability to facilitate meetings
- Knowledge of and skills in planning and non-profit management; ability to integrate vision with reality
- Some knowledge of Society Act requirements, governance, Roberts Rules of Order and Parliamentary Procedure
- Knowledge of issues, community and constituencies
- Excellent communication skills in oral and written self- expression
- Ability to work in a team and delegate responsibility if necessary
- Knowledge of and commitment to the purpose and programs of the organization
- Ability to work under pressure maintaining a calm focus and meet deadlines
- Vision, creativity and patience

TIME COMMITMENTS

- Volunteer time as required
- Attend IHC Board of Director meetings, committee meetings or IHC office as required
- Attend IHC functions, conference calls, meetings with other agencies as required.
- Monthly executive conference calls or face to face meetings

TERM:

Elected each year, one year term – four terms maximum

POSITION: **VICE PRESIDENT**

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: Coordinate with the Executive Committee ongoing programs and projects, and to provide leadership in the development of new and innovative competitive programs and projects with the help of Directors. Member of Executive Committee.

DUTIES & RESPONSIBILITIES

- Liaise with competition organizers and provincial groups
- Be willing to assist with dispute resolution between various groups relating to competition
- Be in charge of provincial officials, ensuring continuity between competitions and officials
- Assist and develop a grassroots-to-provincial competition system
- Ensures provisions of clinics for development and upgrading officials within the province to ensure there is a high standard of officials
- Serve on at least one committee, and to actively participate in meetings of the committee (competitions).
- Maintain current knowledge of programs/activities and projects
- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Maintain loyalty to the organization
- Serve as an advocate of the organization
- To assist with the development of an annual budget
- To assist in development of financial support for IHC
- Fulfill commitments within the agreed upon deadlines
- Be accessible to members, staff and directors as needed
- Provide a monthly report to be submitted at each executive meeting
- Provide written report for each board of directors meeting
- Attend all regular and special board meetings and participate in proceedings

QUALIFICATIONS & REQUIREMENTS

- Some background in provincial and national competitions
- Ability to work in a team and delegate responsibility if necessary
- Knowledge of and commitment to the purpose and programs of the organization
- Ability to work under pressure and maintain a calm focus
- Ability to meet deadlines
- Ability to facilitate meetings
- Excellent communication skills
- Vision, Creativity, Patience
- Email access and a willingness to use it
- Some travel required

TIME COMMITMENTS

- Monthly online, conference calls or in-person Board of Director meetings
- Meetings with Executive Committee
- Committee meetings and work required
- Ability to commit volunteer time

TERM:

Elected each year, one year term – four terms maximum

POSITION: **TREASURER**

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: Coordinate with the Executive Committee Treasurers to supervise the financial business of the organization. Member of Executive Committee.

DUTIES & RESPONSIBILITIES

- Submit a financial report to be approval at each executive meeting
- Submit a financial report to be approval at each board of directors meeting
- Work directly with the Executive Committee and in developing and implementing financial procedures and systems
- Ensures financial procedures are meeting the needs of the organization
- Ensures legal audit requirements are met
- Oversees the preparation of the annual budget and monitor its implementation
- Recommends and enforces Financial Policies
- Oversees the financial wellbeing of the organization
- Serve on at least one committee, and to actively participate in meetings of the committee (finance)
- Maintain current knowledge of programs/activities and projects
- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Maintain loyalty to the organization
- Serve as an advocate of the organization
- Fulfill commitments within the agreed upon deadlines
- Be accessible to members, staff and directors as needed
- Provide a monthly report to be submitted at each executive meeting
- Provide written report for each board of directors meeting
- Attend all regular and special board meetings and participate in proceedings

QUALIFICATIONS & REQUIREMENTS

- Good understanding of financial management and ability to read and interpret financial statements
- Ability to use SAGE Accounting and Microsoft Excel Computer software
- Ability to work in a team and delegate responsibility if necessary
- Knowledge of and commitment to the purpose and programs of the organization
- Ability to work under pressure and maintain a calm focus
- Ability to meet deadlines
- Ability to facilitate meetings
- Excellent communication skills
- Vision, Creativity, Patience
- Email access and a willingness to use it

TIME COMMITMENTS

- Monthly online, conference calls or in-person Board of Director meetings
- Meetings with Executive Committee
- Committee meetings and work required
- Ability to commit volunteer time

TERM:

Elected each year, one year term – four terms maximum

POSITION: SECRETARY

ACCOUNTABLE TO: Chair and the Board of Directors

FUNCTION: Coordinate with the Executive Committee to oversee the record keeping and correspondence of the membership and governing body of the organization, ensuring compliance with relevant provisions of the bylaws. Member of Executive Committee.

DUTIES & RESPONSIBILITIES

- Oversee recording of actions of board meeting in the minutes and ensures distribution of them to board members, the Executive Director, and others as approved by the board
- Obtains information from records and minutes to be used in board decision-making
- Oversees that organizational records are protected for long-term safekeeping
- Sign appropriate organizational documents as needed
- Serve on at least one committee and actively participate in meetings of the committee
- Maintain current knowledge of programs/activities and projects
- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Maintain loyalty to the organization
- Serve as an advocate of the organization
- Fulfill commitments within the agreed upon deadlines
- Be accessible to members, staff and directors as needed
- Attend all regular and special board meetings and participate in proceedings

QUALIFICATIONS & REQUIREMENTS

- Some knowledge of Society Act requirements, governance, Roberts Rules of Order and Parliamentary Procedure
- Ability to summarize information into concise statements
- Ability to work in a team and delegate responsibility if necessary
- Knowledge of and commitment to the purpose and programs of the organization
- Ability to work under pressure and maintain a calm focus
- Ability to meet deadlines
- Ability to facilitate meetings
- Excellent communication skills
- Vision, Creativity, Patience
- Email access and a willingness to use it
- Some travel required

TIME COMMITMENTS

- Monthly online, conference calls or in-person Board of Director meetings
- Meetings with Executive Committee
- Committee meetings and work required
- Ability to commit volunteer time

TERM:

Elected each year, one year term – four terms maximum

POSITION: PAST PRESIDENT

ACCOUNTABLE TO: The President and the Board of Directors

FUNCTION: To serve as Past President at the pleasure of the President, Executive Committee

DUTIES & RESPONSIBILITIES

- Serve on at least one committee, and to actively participate in meetings of the committee.
- Maintain current knowledge of programs/activities and projects
- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Maintain loyalty to the organization
- Serve as an advocate of the organization
- Fulfill commitments within the agreed upon deadlines
- Be accessible to members, staff and directors as needed
- Attend all regular and special board meetings and participate in proceedings

QUALIFICATIONS & REQUIREMENTS

- Ability to work in a team and delegate responsibility if necessary
- Knowledge of and commitment to the purpose and programs of the organization
- Ability to work under pressure and maintain a calm focus
- Ability to meet deadlines
- Ability to facilitate meetings
- Excellent communication skills
- Vision
- Creativity
- Patience
- Email access and a willingness to use it
- Some travel required

TIME COMMITMENTS

- Monthly online, conference calls or in-person Board of Director meetings
- Executive Committee meetings if requested
- Committee meetings and work required

TERM:

Appointed at the pleasure of the President for period of one year.

POSITION: DIRECTOR AT LARGE (TWO POSITIONS)

ACCOUNTABLE TO: The President and the Board of Directors

FUNCTION: To serve on the Board of Directors to be a voice of the general membership who are not members of IHC Club Members.

DUTIES & RESPONSIBILITIES

- Serve on at least one committee, and to actively participate in meetings of the committee.
- Have a knowledge and awareness of the events happening in the equestrian community around them
- Bring to the board any concerns, suggestions or needs the general membership brings to them
- Maintain current knowledge of programs/activities and projects
- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Serve as an advocate of the organization
- To represent and promote IHC in your area
- Attend events where possible as a representative of IHC
- To work in collaboration with Club Directors
- Fulfill commitments within the agreed upon deadlines
- Be accessible to members, staff and directors as needed
- Attend all regular and special board meetings and participate in proceedings
- Provide a written report for the board meetings

QUALIFICATIONS & REQUIREMENTS

- Ability to work in a team and delegate responsibility if necessary
- Knowledge of and commitment to the purpose and programs of the organization
- Ability to work under pressure and maintain a calm focus
- Ability to meet deadlines
- Ability to facilitate meetings
- Excellent communication skills
- Vision, Creativity, Patience
- Email access and a willingness to use it

TIME COMMITMENTS

- Monthly online, conference calls or in-person Board of Director meetings
- Meetings with Executive Committee if requested
- Committee meetings and work required
- Ability to commit volunteer time

TERM:

Elected each year, one year term – four terms maximum

BOARD POSITION DESCRIPTIONS

NON-VOTING POSITION: MEDIA REPRESENTATIVE (DIRECTOR OF COMMUNICATION AND MARKETING)

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: Coordinate with the Executive Committee ongoing public relations and membership programs and projects, and to provide leadership in the development of new and innovative membership programs with the assistance of Directors in order to grow the association membership.

DUTIES & RESPONSIBILITIES

- Promote the organization through social media, press releases, news conferences, event planning, media relations, trade shows, advertising, lobbying, and community projects
- Provide leadership when required in membership drives and in communication with members
- Assist in the development of new services offered to the organization's membership as well as to review on an ongoing basis all the services provided
- Provide insight into website and social media strategy
- Serve on at least one committee and actively participate in meetings of the committee (marketing)
- Maintain current knowledge of programs/activities and projects
- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Maintain loyalty to the organization
- Serve as an advocate of the organization
- To assist with the development of an annual budget
- To assist in development of financial support for IHC
- Fulfill commitments within the agreed upon deadlines
- Be accessible to members, staff and directors as needed
- Provide a monthly report to be submitted at each executive meeting
- Provide written report for each board of directors meeting
- Attend all regular and special board meetings and participate in proceedings

QUALIFICATIONS & REQUIREMENTS

- Some background in Business, Marketing and/or Public Relations
- Social Media skills
- Ability to work in a team and delegate responsibility if necessary
- Knowledge of and commitment to the purpose and programs of the organization
- Ability to work under pressure and maintain a calm focus
- Ability to meet deadlines
- Ability to facilitate meetings
- Excellent communication skills
- Vision, Creativity, Patience
- Email access and a willingness to use it
- Some travel required

TIME COMMITMENTS

- Monthly online, conference calls or in-person Board of Director meetings
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TERM:

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