

SCCHA ROLES & RESPONSIBILITIES

Roles not marked as updated were not

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Section I – Elected Positions

Posted on the Club website & sent to members considering running for a position in the annual election

Board Member

Updated 2/2020

- Assist members & guests at the showgrounds
- Participate in Board of Director meetings, Board of Director decisions, and vote. Also assist with club planning activities
- Promote and support SCCHA activities
- Regularly volunteer to plan and/or assist at club events and club meetings
- Participate in and/or lead committees
- Ensure the Board is updated on committee work at monthly meetings
- Facilitate compliance with club rules for the benefit of all members and showgrounds' neighbors.
- Support and assist other Board Members and caretaker in fulfilling their duties as needed
- Ensure SCCHA operates in a fiscally responsible manner
- Ensure Board Meeting discussions designated as closed remain confidential. As much as possible the club newsletter, general meetings and the club's website should be used to disseminate information from board meetings.
- Assist in the event of an emergency evacuation from or to the showgrounds
- Fulfill duties as delegated by the President on a temporary basis
- Correspond as directed by the Board or as needed.
- Send a newsletter article once per year

Board Members, also known as Board Directors, are the representative leadership for SCCHA. They do much of the work around the club and for events, although it is important that they bring in club members to work closely on all activities. Because so much happens at and for the club, it can take a new member up to a year to get comfortable in fully participating. Key requirements include the ability to work well with others, to lead when necessary as well as follow, and to spend the time necessary to get the jobs done. This can be as little as 2-3 hours a month, and as much as 20 hours a week when organizing and leading an event. A successful board member has good people skills, an active interest in one or more areas of club activity, a willingness to learn, and a good sense of humor.

SCCHA President

Updated 2/2020

Essential duties:

- Fulfill all the duties of a Board Member. The exception is that the president does not have a voice in a board debate nor a vote unless needed as a tie breaker.
- Lead monthly Board of Director and membership meetings
- Prepare agenda for board & club meetings
- Write monthly newsletter column
- Oversee caretaker
- Liaison with community members, media, state parks, government entities and Woods Cove Homeowners Association on behalf of SCCCHA (spokesperson)
- Promote SCCHA activities and membership
- Lead annual and long-term planning for SCCHA events and club activities
- Designate and authorize committees as needed to address SCCHA needs
- Ensure club rules are maintained
- Has oversight to help ensure that the club operates in a fiscally responsible manner
- Co-sign and review club payments (this duty cannot be delegated to the Treasurer)
- Provide oversight and support to Board Members
- Delegate any of the duties above to other Board members or the Past President or Vice President on a temporary basis as needed
- Delegate the all or part of the duties of any Board Member or the Caretaker on a temporary basis as needed
- Correspond as needed

The President is the club glue. S/He has the 35,000 ft view of all the happenings, and makes sure that all work is coordinated. It is important that the President has great people skills, can act as a mediator, can crack the whip when necessary, and has time to do all the above. The President also serves, with help from the board, as the club conscience: someone who understands why things are done the way they are, what is changeable, and what must go through a process before being changed.

This job can take as little as a couple hours a week and as much as 8 hours a week or more. It's success rests on good coordination and delegation, as well as attention to detail, calmness, and a sense of humor.

SCCHA Treasurer

Updated 2/2020

Essential duties:

- Fulfill all the duties of a board member
- Maintain complete financial records related to all club activities
- Process club receipts (dues, fees, donations, refunds, online payments, etc) in a timely manner
- Maintain club banking accounts and complete banking records, reconciling the accounts monthly
- Issue payments promptly as needed for club expenses and meet with president to co-sign checks.
- File all tax and legal documents necessary to keep the club in good standing with the IRS, Franchise Tax board and California State Attorney General
- Provide monthly and quarterly P&L statements and Treasurer's report to the board
- Maintain club membership in CSHA and other affiliated groups as authorized by the board
- Document and update procedures as needed for a backup person, and for a smooth transition to any future treasurer. All financial records will be transferred to any new treasurer within 30 days
- Maintain annual contracts and payments for lease, insurance, gate software, web fees and other reoccurring services and payments
- Pick up mail and distribute as necessary
- Work with president on back-up coverage for extended vacations and illnesses
- Work with event coordinators to ensure adequate financial records for events are kept
- Share timely detailed financial information with board members, upon request
- Write a financial summary to be published in monthly newsletter
- Create, with board members, a yearly budget and keep the board apprised of how it is working out.
- Manages trainers insurance compliance and updates trainers list

The Treasurer position requires about 2-4 hours a week to perform ongoing tasks + an additional 2 days of time at the beginning of the year to balance the books, compile the receipts and information needed to prepare the tax information for filing with the IRS, FTB and State Attorney General. There is also a monthly required meeting with the board.

The Treasurer must be proficient with Quickbooks, Microsoft office and similar software. The Treasurer is responsible to keep accurate books, balance the checkbook, and supply monthly P&L statements for the board. The position also requires good bookkeeping skills for auditing purposes, being able to provide documented proof as necessary for any audit concerns by the Attorney General, IRS or Franchise Tax Board.

SCCHA Recording Secretary

Updated 2/2020

Essential Duties:

- Fulfill all the duties of a Board Member
- Record a summary of Board meetings and all Board decisions (aka “minutes”)
- Distribute minutes to the Board of Directors in timely manner, in advance of each meeting
- Ensure minutes are amended as needed per Board Members
- Ensure minutes of the prior meeting are approved by the Board of Directors
- Maintain a file of all approved minutes for the current and prior 7 years
- Maintain a record of all general membership votes, such as the annual election
- Facilitate parliamentary procedures as needed to fulfill the duties outlined above
- Document and update procedures for each of the duties described above

The Recording Secretary is the keeper of club questions, discussions, decisions, events, as discussed in the board meetings. S/he must be able to keep accurate notes and present them back to the board for approval. Minimum time requirement is 2+ hours during board meetings and 1 -3 hours to present them and correct any errors.

Section II: Assigned duties – Elected Board Members

CALENDAR /EVENT CHAIR

- Fulfill all the duties of a Board Member
- Schedule events and prepare contracts
- Receive fees, contracts and insurance for rentals and coordinate with Treasurer
- Get Board approval as necessary and coordinate needs of renters and event managers with appropriate chairs or committees
- Inform Caretaker and Gate Manager, including relating any gate requirements for events
- Maintain events calendar on web page; provide calendar information to newsletter editor
- Inform and coordinate with Grounds Chair if there are any special needs
- For Club sponsored events, handle registration and arrange for sound system set up.
- For Club sponsored events, develop budget for Board consideration and arrange permits, if needed
- Request gate codes as needed for events/contracts, transmit to event manager for event/contract
- Coordinate incident report (if any @ contracted event) with event manager and/or insurance provider
- New: generate or obtain use reports summarizing camping/day use activity and fees related to contract events, transmit to Board after event has concluded
- New: report income from facility rentals to Treasurer and Board

MEMBERSHIP SECRETARY/GATE MANAGER (updated 2/2020)

- Fulfill all the duties of a Board Member
- Welcome new Members
- Process membership applications and renewals in a timely manner
- Transmit membership dues to Treasurer
- Send outreach invitations
- Ensure all forms are complete (annual rules; member liability, minor liability, contact info)
- Send out renewal reminders or invoices to members
- Maintain and update complete membership records including liability forms in the Club's membership software
- Issue parking permits and gate access cards/codes to members, vendors, Calendar Secretary (for events)
- Respond to Member requests and inquires (e.g. lost card, add/delete a family member, how do I join)
- Assist members with online renewal and online membership data
- Manages club membership software
- Report membership statistics & dues to Board of Director monthly
- Manage Trainers Insurance compliance and update Trainers list
- Order annual membership parking stickers
- Coordinate with Web Master re: web page updates (rules, forms, member info)
- Document and update procedures for each of the duties described above

- Gate Manager: Maintain and update gate access cards & codes in DoorKing software for members; enable/disable gate access codes for members, vendors & events as requested.

GROUNDS / ARENAS / EQUIPMENT

- Fulfill all the duties of a Board Member
- Monitor condition of campground, fences, gates, arenas, round pen and cattle pens
- Identify areas that need maintenance or repairs.
- Work with Caretaker to keep informed of areas in need of repairs.
- Identify equipment needing upgrade, repairs or maintenance
- Work with Volunteer Coordinator to arrange volunteers or contractors to work on problems
- Coordinate with Caretaker for disking and watering
- Manage manure pile
- Oversee 1-2 workdays (Spring & Fall) each year for general grounds clean-up
- Oversee dust condition on roads, cross country course and other problem areas.
- Oversee condition of jumps, cross country course, speaker system, etc.
- Contact volunteers or contractors to work on any problems

VOLUNTEER COORDINATOR

- Roust volunteers into action when needed via phone/email
- Write thank you letter to volunteers

CLUBHOUSE MANAGER

- Arrange for cleaning of bathrooms and clubhouse
- Coordinate with Caretaker on purchase of supplies

EVACUATION COORDINATOR - Must be Equine Evac Member AND Board Member

Section III: Assigned duties – Board Members and/or Club Members

TASKS THAT CAN BE DONE BY AN ELECTED BOARD MEMBER OR NON-BOARD MEMBER, SUBJECT TO APPROVAL BY Board of Directors

PAST PRESIDENT

- Act as President on a temporary basis when authorized to do so by the President or super-majority of the board (75%)
- Attend Board Meetings, Facilitate parliamentary procedures
- May assist Board Members with assigned duties and/or on committees

ASSOCIATE BOARD MEMBER (NEW, March 2019)

- Attend board meetings – may not vote on board matters but may participate in discussion
- Maintain confidentiality of board matters unless authorized otherwise
- Participate on committees
- Learn board duties and assist board members
- Volunteer for club duties listed below, plus events and club activities

EVENT MANAGER (Club-sponsored events, e.g. Fireworks Ride)

- Obtain permission from Board for event and event date
- Coordinate dates, facilities, and contract with Calendar Secretary/Event Chair
- Coordinate with caretaker, grounds committee, webmaster re: event needs/dates
- Market event via club website and other venues as appropriate
- Manage event permits, permission from private property owners, sanctioning paperwork/reports
- Manage event registration, fees, refunds and event insurance, coordinate same with Treasurer
- Coordinate and oversee event volunteers
- Obtain signed liability release forms from all participants, volunteers, vendors
- Complete incident report (if any), transmit to insurance provider and Calendar Secretary
- Provide receipts for all expenses to be reimbursed to Treasurer
- Provide Board with profit/loss report and use report

NEWSLETTER EDITOR

- Receive and process ads, calendar information, trading post listings and article/photo submissions
- Create newsletter and deliver to printer and/or web master for distribution to members

WEB MASTER

- Maintain website pages, update as authorized by the Board
- Send email blasts to members re: club meetings, events, news, newsletter
- Manage data base file
- Create reports as needed – rosters, mailing labels, volunteer focus

HOSPITALITY

- Prepare room or grounds for meetings
- Arrange for refreshments for meetings
- Supervise clean-up after meetings
- Write thank you letters to guest speakers
- Write special occasion, congratulations, condolence, sympathy, etc., cards as needed

HISTORIAN

JUNIOR PROGRAM