

Portfolios and Functions of Board Directors

PRESIDENT

- a. Has overall responsibility for the application of all policies and decisions approved by the Board.
- b. Sets the dates for the regular meetings and the annual general meeting and chairs them.
- c. Is responsible for the agenda of regular Board meetings and of the AGM.
- d. Ensures OADG official information released to the members and the public is in line with the policies and decisions approved by the Board.
- e. Makes arrangements for the date and site of the award banquet
- f. Must send a list of the Board members to the President of CADORA Ontario no later than December 10th following the Annual General Meeting and to the liability insurance carrier no later than December 31st following the Annual General Meeting
- g. Approves the final draft of regular Board meetings' and AGM's minutes and issues them to the directors and membership in the latter case
- h. Liaises with Equine Canada, Ontario Equestrian Federation and CADORA.

DIRECTORS:

1. SECRETARY/TREASURER

- a. Has overall responsibility in the absence of the President.
- b. Receives and banks all revenues of the OADG.
- c. Issues cheques for all expenses incurred and approved by the OADG or approved in budget forecast.
- d. Maintains the OADG's checking and savings account in a bank or savings institution approved by the Board.
- e. Maintains a positive balance in all bank accounts held by the OADG.
- f. Maintains a cash reconciliation of the bank accounts held by the OADG.
- g. Prepares the OADG Budget Forecast in conjunction with the president.
- h. Invests funds as directed by the Board.
- i. Remits the appropriate membership fees to CADORA Inc. and CADORA Ontario.
- j. Completes the annual director's insurance paperwork and related payment to the carrier.
- k. Receives and banks all revenues of the OADG.
- l. Prepares the OADG Budget Forecast in conjunction with the President.
- m. Issues quarterly financial reports
- n. Presents Year End Budget and Budget Forecast at the AGM
- o. Takes minutes at regular and annual general meetings

2. MEMBERSHIP DIRECTOR

- a. Annually updates the membership form and the membership database to reflect any changes to the membership fees and CADORA merchandise prices.
- b. After approval of the form by the directors, submits the new form to the Website Director and the Communication Director.

- c. Receives all membership applications.
- d. Sends confirmation emails to members upon receipt of membership forms.
- e. Updates membership list including memberships to other associations.
- f. Remits all fees to the secretary- treasurer, including a report with the breakdown of monies owed to CADORA ON and CADORA National.
- g. Sends periodic lists to the President.
- h. Sends periodic lists to the Communication Director, including members' names, email addresses and renewal dates.
- i. Sends periodic lists to the Awards Director, including members' names, categories (i.e. AA, O, JR) and renewal dates.
- j. Sends periodic lists to the Website Director, including member names only (required to insure only members are posting ads on the website).
- k. Sends periodic CADORA ON lists to CADORA National President and CADORA ON Membership Director, including names, addresses, phone numbers and category.
- l. Sends periodic CADORA National lists to CADORA National President and CADORA ON Membership Director, including names, addresses, email addresses, phone numbers, category and items ordered.
- m. Prepares the membership report for each OADG meeting. The report contains the statistical breakdown of the membership; to-date OADG fees, CADORA ON fees and CADORA National fees collected.
- n. Prepares a monthly membership status report for the President until the month of August.
- o. Should be proficient in Excel in order to maintain the membership list which has 8 categories of membership and respective fees: OADG SR, OADG JR, CADORA ON SR, CADORA ON JR, CADORA ON National SR, CADORA ON National JR, CADORA Que National SR, CADORA Que National JR.

3. EDUCATION COORDINATOR

- a. Is responsible for OADG Education Clinics approved by the Board.
- b. Remits any related fees to the secretary-treasurer.
- c. Provides information to the Communications director and the Website director on clinics given by other organizations.

4. AWARD DIRECTOR

- a. Is responsible for maintaining rules governing the yearly awards approved by the Board by mid-February.
 - (1) Initiates and/or receives from members suggestions for changes to the yearly awards program.
 - (2) Secures board approval for all suggested changes for next competition season.
 - (3) Revises the Award Criteria document, the Changes Overview document and all forms as required to reflect changes

- (4) Secures necessary assistance and prepares timeline of activities to achieve successful trophy preparation for the year-end banquet.
 - (5) Updates timeline of activities described herein based on competition schedule and banquet date.
- b. Communicates Award Criteria document and Changes Overview to the Communications director for publication to the membership and to the Website director for publication on the OADG website. Also arranges for the posting of all updated awards-related forms.
- c. Keeps on-going competition results of shows sponsored by the OADG and publishes interim standings (mid-season). Receives and responds to errors or omissions feedback from competitors.
- d. Tabulates and publishes Final Year-end results of competitions.
 - (1) Receives competitors input on external scores
 - (2) Publishes complete standings (via the Communications Director and the Website Director).
 - (3) Receives and responds to errors or omissions feedback from competitors
- e. Administers the awarding of special awards:
 - (1) Arranges e-mail voting by the directors for special awards such as: Horse Owner, Volunteer of the year and other awards as determined for the current competition season.
 - (2) Determines winners of the Senior Rider and ParaEquestrian Rider based on year-end results.
 - (3) Provides the Brian Mills Foundation with a list of 5 junior riders and their achievements for the Brian Mills award.
 - (4) Arranges for special cash awards, bursaries, etc. as required.
- f. Manages trophy preparation for the year-end banquet.
 - (1) Organizes delivery stations for the returning of trophies from previous year's recipients.
 - (2) Organizes central depot for inventory and instructions for cleaning and repairs of all awards.
 - (3) Organizes transportation to engraver, along with engraving details for year-end results.
 - (4) Organizes delivery of trophies, medals, plaques, bursaries, etc. to the banquet.
 - (5) Organizes the display and distribution of the trophies at the banquet on the day of the banquet.

5. SPONSORSHIP DIRECTOR

- a. Recruits and thanks sponsors for the Year-end banquet and any other OADG events approved by the Board.
- b. Assists the Silver Championship organizer in the recruitment and thanking of sponsors.
- c. Uses the moneys attributed to the function by the Board to buy prizes for OADG sponsored shows and the Year-end banquet.
- d. Remits sponsorship monetary donations to the secretary-treasurer.

- e. Is responsible for all promotion actions of the OADG.

6. BANQUET DIRECTOR

- a. Is responsible for the Year-end banquet arrangements excluding date and place.
- b. Finds MC for year-end banquet.
- c. Presents a list of names for the guest speaker at the banquet, to the Board at its regular third meeting.
- d. Is responsible for organizing the photographic needs for the banquet.
- e. Is responsible for sending the banquet photos and identification of those in the photos, to the Website Director and the Sponsorship Director. (Note: The other directors may be required to assist with identification.)
- f. Remits banquet fees to the secretary-treasurer.
- g. Purchases and receives the gift for the banquet speaker.

7. SHOW COORDINATOR

- a. Coordinates the show actions taken by barn/show organizers.
- b. Prepares the annual CALENDAR of OADG sponsored shows and submits it to the Website Director.
- c. Acts as the link with barn owners and/or show organizers.
- d. Is responsible for the organization of the distribution of OADG sponsorship prizes to OADG sponsored shows, approved by the Board.
- e. Is responsible for all questions related to technical rules in use for competitions.

8. COMMUNICATIONS DIRECTOR

- a. Is responsible for the issuance of all official OADG communications to members and the public via the appropriate communications channels, which include (but are not limited to):
 - regular e-mails, Face Book page, community boards (such as Equitation and Horse World's dressage board), and other on-line channels
 - regular newsletter (3 issues per year; more if and as appropriate)
- b. Upon advisement of the Membership Director, sends reminder membership renewal emails to members periodically prior to May 31, to those who have not renewed their memberships.
- c. Edits the Face Book and on-line community board updates in conjunction with the president, and the different directors :
 - Issues brief updates to keep all interested parties informed on OADG developments and initiatives, information about shows and other local events, and general dressage news that may be of interest to the local dressage community
- d. Edits the in-depth e-mail updates to the paid membership (i.e., not the "Face Book members" or the "website visitors") in conjunction with the president, and the different directors :

- Issues concise newsworthy updates to keep the membership well-informed on OADG developments and initiatives, and to provide more “depth” than the Facebook/community boards.
- e. Edits the regular newsletter :
 - Develops in conjunction with the Board of Directors and specific contributors
 - Final draft to be approved by the president before publication
 - 3 issues per year, early Spring (late March), Summer (mid July) and early Fall (late September)
 - Newsletter to be distributed by e-mail to the paid membership only.
- f. Supports the following Directors in their specific portfolios:
 - Works with the Website Director to ensure a steady source of information to be posted on the website
 - Works with the Sponsorship Director to develop communications material such as hand-outs at shows
 - Work with the Show Coordinator and the Award Director on shows coming up and show results during the show season.
- g. Works with all Directors to ensure consistent messaging and “branding” of all OADG communications material, and to ensure that all communications channels provide our members with relevant, interesting information .

9. WEBSITE DIRECTOR

- a. Maintains the upkeep of the website on an ongoing basis.
- b. Updates the website with clinics, classified ads, as directed by OADG members.
- c. Updates the website with the show list (including all ON and QC shows).
- d. Updates the website on a regular basis in conjunction with the president and the different directors.
- e. Must be proficient in web design and development as the current website is not a Content Management System.
- f. Updates the Facebook page as required to alert members to changes to the website, e.g. posting of forms, awards information, clinics, etc.

10. CADORA ONTARIO REPRESENTATIVE

- a. Is the OADG CADORA representative
- b. Attends CADORA Ontario Board meetings.