

### Board of Directors

- General oversight of club matters
- Board must attend meetings (not miss more than two (2) unexcused meetings in one year).
- Approves schedule of membership meetings and all standing committees and heads.

### President

- Objectively presides at all General, Board and Annual meetings of the organization.
- Prepares agendas for all General, Board and Annual meetings of the organization.
- Approves expenditures signed by the Treasurer.
- Acts as Director for a Recognized Show.
- Liaison between WDHA and AHA/USEF/Show Manager/Show Secretary.
- Insures WDHA interests at show.
- Generates schedule for Show Committee and monitors schedule.
- May contract show officials.
- Acts as ex-officio member of all committees.
- #1 Delegate to Region 10 and is expected to attend all meetings.
- Plans meeting schedule for following year by January to give to Board for approval.
- Maintains all budgets for comparison and analysis annually.
- Relays Region 10 meeting information to membership via meeting, e-mail or newsletter.
- Keeps Board Appraised of current affairs regarding the club via e-mail, meeting, phone, mail.
- Insures cohesiveness of the Board and members of WDHA.
- Files Annual Statement to maintain incorporation with the State of Wisconsin.

### Vice-President

- Presides and/or assumes duties of President in the absence of the President.
- Together with Promotion Chair promotes the Arabian horse for the Corporation.
- Keeps accurate records of attendance at General, Annual, Board and Region 10 meetings of Board members and officers and delegates and alternates.

### Secretary

- Keeps accurate records of the proceedings of the Corporation.
- Submits a summary of the proceedings to the newsletter editor for publication.
- Sends material advantageous to the promotion of the Arabian horse to newspapers and magazines for publication, cooperatively with the Promotional Chairperson and Vice President.
- Conducts organization correspondence and keeps record of same.

### Treasurer

- Preserves and safeguards Club funds and deposits same in the name of the Corporation in such institutions as designated by the Board.

- Maintains list of current fixed assets of the club and their location.
- Keeps full and accurate accounts of all receipts and disbursements; presents a balanced set of books for audit at the January meeting; submits a current financial statement at each meeting.
- Collects annual budgets for Committees, combines and submits collective budget to Board in January and General membership in March.

#### High Point Secretary

- Conducts High Point System in accordance with current rules.
- Maintains accurate list of points; maintains system integrity; orders trophies, etc.
- Provide budget to Treasurer by January 1.
- Suggest changes to High Point System at Annual Meeting.
- Organizes High Point Banquet – reservations, music, fees, meal selection, etc.

#### Futurity & Maturity

- Maintain Futurity/Maturity program in accordance with current rules.
- Provides budget to Treasurer by January 1.
- Suggests changes to Futurity/Maturity program at Annual Meeting.
- Chairs Futurity/Maturity Event Committee and associated responsibilities.

#### Membership

- Maintains accurate membership list in accordance with AHA and WDHA rules.
- Provides budget to Treasurer by January 1.
- Suggests changes to membership at Annual Meeting.

Rated Show Manager ~ Refer to USEF and AHA Rules.

#### Show Treasurer

- Maintains accurate accounting of Recognized Show proceeds before, during and after show.
- Provide completed financial statement at Board meeting following show.
- Maintains consistent running list of income and expenses to allow projection of future expenses.
- Provides Recognized Show Budget to Show Committee in October preceding Show.

#### Open Show Chair

- Schedule Open show – grounds, class list, judge, help, food stand, trophies/ribbons, etc. in accordance with WDHA rules.
- Presents a budget to the Treasurer by January 1.
- Suggests changes to open show format at Annual Meeting.

#### Newsletter

- Provides timely newsletter to membership in accordance with WDHA rules and budgetary guidelines (including writing, typing, having printed, labeling, postage and mailing)

- Solicits advertising for newsletter.
- Presents budget to Treasurer by January 1.
- Suggest changes to newsletter format at Annual Meeting.

#### Promotion

- Promote WDHA activities through monthly articles in publications.
- Insure WDHA participates in any AHA Awards programs eligible.
- With Board approval, insure WDHA's participation in regional events, i.e. Horse Fair, Horse-aRama.
- Present budget to Treasurer by January 1.
- Suggestions for promotion at the Annual Meeting.

#### Show committee

- Attend all Show Committee planning meetings to provide/approve all show officials contracts.
- Assume some responsibility before, during and/or after show to aid show to completion.
- Assume position of impartial responsibility if called upon at Show.

#### Region 10 Delegates

- Attend General, Board, Annual and all Region 10 meetings.
- Work at a recognized event or provide 2 sponsorships to a recognized event.

#### Alternates

- Attend General, Board, Annual meetings and encouraged to attend Region 10 meetings.
- Work at a recognized event

Amended November 2017