

IEO Board of Directors

Responsibilities

While participating as part of the IEO Board of Directors, members should:

- Believe in and actively support the mission of the organization.
- Attend board meetings, planning meetings and assigned committee meetings.
- Comply with applicable laws, regulations, bylaws, policies, and the code of conduct / code of ethics.
- Accept the legal duties of loyalty and care while serving as a board member.
- Understand that all power rests with the full board, not individual board members.
- Share wisdom and insights to help the board make appropriate decisions and policy.
- Prepare in advance for all meetings.
- Bring knowledge of the dressage community to the board's deliberations.
- Be an advocate to the dressage community for programs and board decisions.
- Play a consultative role by sharing expertise with management when requested.
- Seek opportunities to expand knowledge about the organization.
- Regularly self-evaluate personal performance on the board and determine needs for improvement.
- Resign from the board when no longer able to support the mission or devote the necessary time to be a good board member.

Director Qualifications

To hold office, a person must be a Full Member in good standing at the time of his/her nomination and through his/her tenure. He/she must be at least eighteen (18) years of age at the time of his/her nomination.

No person may serve on the Board if that person is currently serving, as a voting member, on the board of any other association or organization that has purposes that are in conflict to the welfare of the IEO as determined by the Board of Directors.

Officer Qualifications

Candidates for President and Vice President shall have served at least twelve (12) months on the Board of Directors within the previous five (5) years prior to assuming office. The Treasurer and Secretary shall have no requirement of prior service; however, twelve (12) months serving on the Board of Directors within the previous five (5) years is preferred.

Tools Required

All Officers and Directors should have access to the following items:

- IEO Bylaws
- USDF Policy & Procedure Guide
- USDF Vision and Mission Statement
- Access to a computer and the Internet

IEO President

Job Description

The President is the Chief Executive Officer and Executive Director of this Association and will, subject to the control of the Board of Directors, supervise and control the affairs of the Corporation. The President shall authorize the signing of all contracts and obligations under the approval and supervision of the Board of Directors. The President will perform all other such duties as required by the Board of Directors in addition to those outlined in the IEO Bylaws Article V, Section 2.

The President shall have voting rights on the Executive Committee. The President shall vote on the Board of Directors only to make a tie, break a tie, or in votes cast by secret ballot. The President shall be an advisory member, without a vote, of all committees having the authority of the Board, as defined in the bylaws.

- Preside over all IEO meetings, functions and events.
- Performs the duties normally associated with a CEO of a company.
- Reporting link between the IEO and the USDF.
- Uses considerable independent judgment in decisions that influence operations at the GMO level to insure solvency of the IEO and return on investment to IEO members.

Additional Tools Required

- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities
- Records management tool, either manual or automated, to maintain files related to the IEO and USDF
- Performance assessment tool, either manual or automated, to keep track of and assess activities and performance of each assigned committee in the GMO

Skill Sets Required

- Maintaining order in an environment of changing priorities
- Ability to be diplomatic with a variety of individuals with various backgrounds and skill levels
- Ability to use persuasion and negotiation to resolve conflicts and problems
- Leadership skills
- Self-starter and self-motivation traits
- Organization skills
- Good oral and written communication skills
- Ability to delegate effectively
- Management experience helpful
- Knowledge of the USDF, to be able to obtain and provide support as requested/required
- Time management skills, to be able to organize/fulfill responsibilities within required timeframes

IEO Vice President

Job Description

The Vice President shall assist the President in the following manner: Arrange the logistics of meetings of the Board of Directors and the General Membership. The Vice President shall perform such other duties as may be prescribed from time to time by the Board of Directors or the President and all duties incumbent upon the office of the Vice President as outlined in the IEO Bylaws Article V, Section 2.

The Vice President shall have voting rights on the Executive Committee and the Board of Directors. The Vice President shall perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act. If the Vice President temporarily assumes the position of the President, as stated herein, he or she, while serving in that capacity, assumes the same voting rights of the President.

- Preside over all IEO meetings, functions and events when the President is not in attendance.
- Uses considerable independent judgment in decisions that influence operations at the GMO level to insure solvency of the IEO and return on investment to IEO members.

Additional Tools Required

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IEO Secretary

Job Description

The Secretary shall keep minutes of all the meetings of the Board of Directors, the Executive Committee, and meetings of the membership. The Secretary shall forward the minutes of Executive Committee meetings to all Directors within seven (7) days. Minutes shall be sent by email.

The Secretary shall be the custodian of the corporate records, shall ensure all notices are given as are required by law or by the IEO's Bylaws, shall ensure the maintenance of an electronic list of all members, and generally shall perform all duties incident to the office of Secretary and such other duties as may be required by law or by the IEO Bylaws Article V, Section 2. The Secretary shall have full voting rights on the Executive Committee and the Board of Directors.

- Keep the minutes of all IEO leadership, committee and special meetings.
- Maintain all official IEO records, including minutes, newsletters, and other official correspondence.
- Complete and promptly submit monthly reports to the designated recipients.
- Promptly notify the USDF of results of the annual election.
- Insure all necessary correspondence representing the IEO is handled in a timely manner, including, but not limited to Thank You notes to judges, speakers, clinicians, etc.
- Submission of articles to USDF regarding chapter activities and events.
- Submits meeting summaries to the newsletter each month.

Additional Tools Required

- Access to and the ability to use word processing programs
- Time management tool, either manual or automated, to remain aware of schedules and deadlines related to assigned activities
- Records management tool, either manual or automated, to maintain files related to the IEO and USDF

Skill Sets Required

- Performing responsible secretarial and clerical work requiring independent judgment with speed and accuracy.
- Take responsibility for the compilation and organization of reports and archive information pertaining to the chapter.
- Computer skills and the use of standard communication software and use of the internet.
- Strong writing capabilities for letters, reports, minutes.
- Good organization skills. Understanding of standard filing, archiving, of documents and papers.
- Strong English usage, grammar, spelling and punctuation; modern office methods and procedures.

IEO Treasurer

Job Description

The Treasurer shall have charge and custody of all funds of the Organization, shall ensure the funds are deposited, as required by the Board of Directors, shall ensure the maintenance of adequate and correct accounts of the Organization's accounts and business transactions, shall ensure that reports and accountings are delivered to the Board of Directors electronically, and shall perform in general all duties incident to the office of Treasurer and such other duties as may be required by law or by the IEO Bylaws Article V, Section 2.

The Treasurer shall provide a balance sheet and an income statement through the accounting period ending immediately prior to each Board of Directors' meeting. The Treasurer shall present, at the Annual Membership Meeting, financial reports including a balance sheet and an income statement for the first three (3) calendar quarters prior to each Annual Membership Meeting. The Treasurer shall have full voting rights on the Executive Committee and the Board of Directors.

- Receive at all Organization functions and deposit, in an account in the name of the Organization, all monies, securities, funds, and monetary credits of or on behalf of the IEO.
- Receive and safeguard all property and other physical assets owned by the IEO, or provide for the inventory/audit of those items.
- Keep regular accounts of all receipts and disbursements in suitable books provided for that purpose. The records should be available for inspection by all officers and IEO members in good standing, and duly authorized representatives of the USDF.
- Disburse IEO funds upon approval and direction of the IEO executive committee.
- Report on the financial status of the Organization at meetings as requested by the IEO President.
- Forward financial status information in a timely manner to the USDF as required.
- Adhere to any and all Internal Revenue Service filing requirements.

Tool Sets Required

- Access to and the ability to use word processing programs and accounting/spreadsheet software.
- Records management tool, either manual or automated, to maintain files related to the IEO and USDF
- IEO checkbook register.
- Receipt book.
- Suitable storage area to secure IEO assets

Skill Sets Required

- Honesty.
- Reliability – willingness to consistently attend all IEO functions.
- Ability to understand and follow basic accounting principles.
- Computer skills and the use of standard accounting software and use of the Internet.
- Good organization skills. Understanding of standard filing, archiving, of documents and papers.