



# *First Coast Classical Dressage Society*

## **Job Descriptions**

### **PRESIDENT**

The role of President of FCCDS is to lead the club with enthusiasm and energy to create an environment that fosters education about dressage and horse management, provides opportunities for showing and promotes camaraderie and excellence within the FCCDS community. The president should provide an atmosphere that encourages members to take active roles and carry responsibility for social, education and showing events, while being actively supported by the Board.

#### **Tasks:**

- Develop the monthly Board meeting agenda
- Run monthly Board meetings limiting sidebars and duration
- Complete yearly USDF GMO forms
- Chair and/or assist on various FCCDS committees
- Submit yearly article for newsletter
- Assist, as needed, with schooling shows, lectures, clinics or any other FCCDS activity
- Be willing to seek sponsors for FCCDS shows or other functions
- Be willing to speak at FCCDS functions such as gala, membership meetings and lectures
- Be willing to spend 1-2 hours per day on e-mail
- Be conscientious of spending the Society's funds
- Work with USDF, GMO's and others in a professional manner
- Must be an FCCDS Member
- Attend FCCDS monthly meetings regularly (80% attendance or better). If you cannot attend the meeting, arrange for a member of the Executive Board to run the meeting.
- Must attend >80% or more of the Board meetings
- Must attend >80% of schooling shows, clinics and social events

#### **Skill Set:**

- Leadership
- Professionalism
- Good Communication
- Goal Setting
- Budget Planning
- Organizational
- Process driven
- Conflict Resolution
- Compromising



## **VICE PRESIDENT**

### **Tasks:**

- Attend FCCDS monthly meetings regularly (80% attendance or better)
- Step in for the President when necessary
- Work closely with the President on Society decisions and suggestions
- Write occasional articles for the newsletter
- Must be a FCCDS Member
- Attend FCCDS monthly meetings regularly (80% attendance or better)
- Must attend >80% or more of the Board meetings
- Must attend >80% of schooling shows, clinics and social events

### **Skill Set:**

- Leadership
- Professionalism
- Supportive
- Good Communication
- Goal Setting
- Budget Planning
- Organizational
- Conflict Resolution
- Compromising



## MEMBERSHIP SECRETARY

### Tasks:

- Process all FCCDS New/Renewal Memberships by:
  - Logging in to the USDF Web site, the membership secretary will be able to access a program that allows them to submit roster updates online.
  - Send out the FCCDS Welcome Packet, complete with FCCDS car decal, welcoming them for the year, along with their new membership card (numbered by year, for example for 2015 15-01, 15-02, etc.)
- Notify the FCCDS Treasurer monthly, when you send renewal/new membership information to USDF, and advise her to send USDF a check for each membership received and reported for that month.
- Create Volunteer Lists, Member's Suggestions for Speakers, Clinics, etc. taken from member's comments on the FCCDS Membership Form. The volunteer list should go to each person in charge of running an event. The listing of suggestions and volunteers should be sent to each Board member.
- Supply Board members and members with updated membership lists with members' current phone numbers, addresses and e-mail addresses.
- Create a current member e-mail list and forward it to whoever is responsible for sending out FCCDS e-mail bulletins.
- Must be an FCCDS Member
- Must attend >80% or more of the Board meetings
- Must attend >50% of schooling shows, clinics and social events

### Skill Set:

- Detail Oriented
- Accurate
- Organized
- Familiar with Microsoft Office, to include Excel



## EXECUTIVE BOARD SECRETARY

### Tasks:

- Attend FCCDS monthly meetings regularly (80% attendance or better). Arrange for an Executive Board Member to take minutes if you cannot attend a Board meeting.
- Keep minutes of all meetings and e-mail them to the Executive Board upon adjournment of each Executive Board Meeting
- Conduct any official correspondence and keep a file of same
- Update forms and club documents as required
- Submit all Society activity dates to area horse publications
- Must be a member of FCCDS
- Attend FCCDS monthly meetings regularly (80% attendance or better)
- Must attend >80% or more of the Board meetings
- Must attend >50% of schooling shows, clinics and social events

### Skill Set:

- Detail Oriented
- Accurate
- Organized
- Good Communication
- Familiar with Microsoft Office
- Good Listener



## TREASURER

### Tasks:

Work in concert with staffed Accountant to facilitate the following items listed:

- Handle all money matters of the Society and maintain accurate financial records
- Balance checkbook
- Order checks & deposit slips
- E-mail Board before monthly meeting with:
  - Account balance
  - Transaction report of all checks & deposits from last meeting to current meeting
- Create a profit & loss sheet for all FCCDS events and e-mail to Board members
- Have ALL show/clinic secretaries provide you the worksheet they used to compute the profits and losses of that event
- Pay judges & clinicians the same day **or** give checkbook to the president **or** tell the secretary of the event the check will be mailed ASAP to them
- Pay all bills promptly
- Keep all receipts even if they are in e-mail form (7 years)
- File all taxes at the end of year
- Never mix your own money with Society money. Never use Society money for your personal needs. Both of these practices are illegal.
- Write receipts for monies donated to the Society for tax write-off purposes
- Understand financial accounting for non-profit organizations
- Provide at any time, the following information for the Board:
  - Check Register
  - Bank Statements
  - Cancelled checks & deposit slips
  - Receipts of all income
  - Bills for all expenses
  - Checkbook
- Must apply for Insurance for all shows, lecture, clinics, etc.
- Must mail copies of insurance to all facilities & show secretaries
- Re-Quote insurance when asked upon
- Must be a FCCDS member
- Must attend >80% or more of the Board meetings
- Must attend >50% of schooling shows, clinics and social events

### Skill Set:

- Honest
- Accurate
- Detail-Oriented
- Good Communication
- Organizational
- Familiar with Microsoft Office (Excel, PowerPoint, Word)
- Familiar with QuickBooks



## FUND RAISING COORDINATOR

### Tasks:

- Develop and maintain sponsorship letters
- Delegate tasks to the membership or committee
- Develop, coordinate and implement fund-raising programs
- Solicit prizes from companies, riding establishments, general public, etc.
- Solicit funds from companies, riding establishments, general public, etc.
- Create promotional flyers and signs for sponsors
- Procure and send pictures and letters of thanks to sponsors
- Maintain logs of fund-raising programs
- Attend shows throughout the season to greet sponsors
- Coordinate the receiving and returning of banners (if available) from the show sponsors
- Prepare information on, and list sponsors, to be announced at the shows
- Coordinate the distribution of samples and/or prizes for the shows (this can be delegated at each show)
- Must be a FCCDS Member
- Attend 75% or better of the Board meetings

### Skill Set:

- Marketing
- Goal Setting
- Professionalism
- Creative
- Familiar with Microsoft Office (PowerPoint, Excel, Word, etc.)
- Negotiating
- Organized
- Follow-Thru with Sponsor Commitments
- Communication



## MEMBERS AT LARGE (2)

### Tasks:

- Must attend >80% of monthly Executive Board Meetings (conference calls, with occasional in person meetings – with call in option)
- Must be a FCCDS member
- Function as the Member Mandated Hours and Volunteer Committee Co-Chairs
  - Coordinate Volunteers for shows
  - Maintain list of submitted hours
  - Maintain and update the mandated hours list and volunteer hours list on a monthly or as needed basis and present a PDF of each to the webmistress to post
  - Create and handle all correspondence regarding solicitation of duties and sign up for shows
  - Provide list to Show Management Thursday prior to show/event
  - Present volunteer award at Year End Awards Gala
- Participate on additional committees as desired
- Be a representative and advocate of the FCCDS membership, attending Society events and affairs to mingle and speak with the membership, gather information on how the organization is serving the membership and be visible to the membership
- Act as a point-of-contact to answer member's questions and gather membership information
- Contribute ideas for activities and policies of FCCDS
- Participate and support >50% FCCDS Schooling Shows, clinics and social events

### Skill Set:

- Supportive/Champion
- Good Communication
- Creative
- Thoughtful & Insight





## WEB SITE MISTRESS/COORDINATOR

### Tasks:

- Must be a FCCDS member
- Attend 75% of monthly Board meetings
- Be a representative and advocate of the FCCDS membership
- Participate and support FCCDS events
- Update the calendar on a frequent basis
- Revise and add tasks according to FCCDS functions

### Skill Set:

- Good Communication
- Knowledgeable with web site software.
- Knowledgeable with various documents ex. Excel, MS Word, PDF
- Time management skills
- Availability for updates





## SHOW MANAGER/SECRETARY

### Tasks:

- Must be a FCCDS member
- Attend 75% of monthly Board meetings
- Be a representative and advocate of the FCCDS membership
- Participate and support FCCDS events
- Chair the schooling shows/clinics committee which involves:
  - Scheduling the meetings (usually two or three).
  - Chairing the meetings and possibly taking notes.
  - Creating a rough draft to work on at the meetings with possible show dates, clinic dates, judges, etc. This means you must look ahead to the next year for key USDF/USEF dates which might conflict with FCCDS dates. (all FCCDS shows have been booked three (3) years out)
  - Reporting the committee's progress at FCCDS meetings.
  - Contacting people involved (judges, farm owners, etc.) as to availability for an FCCDS event.
  - Sending out contracts to those involved...judges, facilities, clinicians, etc.
  - Coordinating show prize lists with FCCDS's omnibus person.

### Skill Set:

- Good Communication
- Knowledgeable with software – Fox Village used.
- Knowledgeable with various documents ex. Excel, MS Word, PDF
- Time management skills
- Organizational skills
- Ability to multi-task
- Networking ability
- Team player



## REQUIREMENTS OF TIME

<b>Board Seat</b>	<b>Schooling Shows/Clinics 7 per Year</b>	<b>Executive Board Meetings 12 per Year</b>	<b>Social Events 5 per Year</b>
<b>President (&gt;80%)</b>	Attend minimum of 6	Attend minimum of 10	Attend minimum of 4
<b>Vice President (&gt;80%)</b>	Attend minimum of 6	Attend minimum of 10	Attend minimum of 4
<b>Secretary (&gt;50%)</b>	Attend minimum of 4	Attend minimum of 10	Attend minimum of 3
<b>Treasurer (&gt;50%)</b>	Attend minimum of 4	Attend minimum of 10	Attend minimum of 3
<b>Member at Large/Director (&gt;50%)</b>	Attend minimum of 4	Attend minimum of 10	Attend minimum of 3