

OPRC–Piedmont Job Descriptions

TITLE OF POSITION: President

REPORTS TO : OPRC-Piedmont Board of Directors and
NOPRC Board of Directors

OVERALL RESPONSIBILITY: Leader Visionary / Decision Maker / Manager

KEY AREAS OF RESPONSIBILITY:

- Acts as Principal of the Corporation
- Files with State Corporation Commission and keeps commission up to date
- Advises the board
- Schedules and directs monthly board meetings, generally adhering to Robert’s Rules of Order
- Advocates / promotes organization change related to organization mission
- Interfaces between Board and volunteers, supports motivation of volunteers in programs and operations
- Ensures staff and Board have sufficient and up-to-date information
- Looks to the future for change opportunities
- Formulates policies and planning recommendations to the board
- Decides or guides courses of action
- Oversees operations of organization
- Oversees financial and physical resources and is a legal signatory on all banking accounts
- Assists in the selection and evaluation of board members
- Can offer a motion, but does not vote unless a deciding vote is needed in a “tie”

QUALIFICATIONS:

- **Excellent Organizational Skills**
- **Strong Leadership Skills**
- **Strong Technical skills**
- **Superior level of interpersonal, written and oral communication skills**
- **Ability to communicate technical information to nontechnical audiences**
- **Experienced in Personnel Management and Finance**
- **Team player with a commitment to professional development for BOD members**

OPRC – Piedmont Job Description

TITLE OF POSITION: Vice President

REPORTS TO: President & Board of Directors

OVERALL RESPONSIBILITY: Coordinates events throughout the year and is of general help to the President. Must be prepared to take over the position of President if the need arises

KEY AREAS OF RESPONSIBILITY:

- Attends board meetings
- Votes on various issues and policies throughout the year
- Explore new venues, activities and instructors for the club as needed
- Proposes plans for lessons & events throughout the year and presents for BOD approval
- At the beginning of the year, creates & presents proposed lesson & activities schedule and presents to BOD for approval. Presents approved schedule of events at AGM
- Provides information to webmaster regarding events, including upcoming events, calendar, and information/photos of past events
- Organize and manage Summer camp, appointing subcommittees as needed
- Distribute emails to selected members regarding local equine related events
- Assists in the selection and evaluation of board members

CONSULTS WITH President, NOPRC Board of Directors

TERM OF APPOINTMENT: 3 Years

QUALIFICATIONS:

- **Good Organizational Skills**
- **Strong Communication Skills**

- **Strong Writing**
- **Good creative skills**

OPRC – Piedmont Job Description

TITLE OF POSITION: Communications/Publicity Chair

REPORTS TO : Board of Directors

OVERALL RESPONSIBILITY: Acts as liaison between the public and the club and between the membership and the BOD. Promotes a positive and encouraging environment and a general attitude of cooperation among membership and at BOD meetings

KEY AREAS OF RESPONSIBILITY:

- Attends BOD Meetings
- Votes on various issues and policies throughout the year
- Communicates requests and concerns which may arise among membership to the Board for discussion and resolution where needed
- Coordinate media for publicity opportunities
- Distribute emails to selected members regarding local equine related events
- Provide information to webmaster, managing Website and Social Media

CONSULTS WITH President, NOPRC Board of Directors

TERM OF APPOINTMENT: 3 Years

QUALIFICATIONS:

- **Good Organizational Skills**
- **Interpersonal, written and oral communication skills**

OPRC – Piedmont Job Description

TITLE OF POSITION: Treasurer

REPORTS TO : President & Board of Directors

OVERALL RESPONSIBILITY: Financial Advisor / Decision Maker / Manager

KEY AREAS OF RESPONSIBILITY:

- Attends BOD meetings and votes on various issues and policies throughout the year
- Advises the Board on financial matters
- Acts as Signing Authority on behalf of the Board for financial matters
- Effects banking and financial transactions on behalf of the Organization
- Ensures board has sufficient and up-to-date financial information. Prepares & presents monthly Treasurer’s report at BOD meetings, including beginning balance, monthly activity and ending balance
- Maintains orderly financial records, including receipts for expenditures, deposit receipts, lesson vouchers. Accounts for all expenses and all income - from dues, lesson fees, events and miscellaneous sources
- Advises President and BOD on the management of financial resources
- Responsible for collecting lesson fees from members at various events. Keeps track of amounts owed, payments received; communicates with lesson coordinator
- Responsible for delivering payment to instructors or other vendors in a timely fashion
- Maintains records for previous 7 years, retaining written copies of financial records and reports, all monthly bank statements and check images

- Participates in annual audit of records & accounts by BOD, and presents an annual financial statement to the BOD at year end
- Prepare Annual Federal Tax return/Form 990

CONSULTS WITH President, NOPRC Board of Directors

TERM OF APPOINTMENT: 3 Years

QUALIFICATIONS:

- Ability to read/ understand/ interpret financial statements
- ability to learn/understand Quicken
- Ability to maintain orderly financial records
- Ability to recognize potential fiscal conflicts and to avoid them
- Ability to devote a minimum of 3 hours per week

OPRC – Piedmont Job Description

TITLE OF POSITION: Secretary

REPORTS TO : President, Board of Directors

OVERALL RESPONSIBILITY: Keeps club meeting and membership records

KEY AREAS OF RESPONSIBILITY:

- Attends and takes minutes at board meetings and AGM meeting
- Votes on various issues and policies throughout the year
- Keeps and updates club records as needed
- Helps President to ensure adherence to Robert’s Rules of Order at meetings and AGM

CONSULTS WITH President, NOPRC Board of Directors

TERM OF APPOINTMENT: 3 Years

QUALIFICATIONS:

- **Excellent Organizational Skills**
- **Computer/ Technical skills**
- **Excellent written and oral communication skills**
- **Team player with a commitment to professional development for BOD members**

OPRC – Piedmont Job Description

TITLE OF POSITION: Member at Large

REPORTS TO: President, Board of Directors

OVERALL RESPONSIBILITY: Offers perspective and input from general membership

KEY AREAS OF RESPONSIBILITY:

- Appointed to the position by the President
- Attends Board meetings
- Participates in discussion related to various issues and policies
- May participate on various sub-committees as needed
- Is a voting member of the Board of Directors

TERM OF APPOINTMENT: 1 Year

QUALIFICATIONS:

- **Member in good standing**
- **Available to attend meetings and club events**
- **Knowledgeable about running events, horse care and riding**
- **Good work ethic**
- **Good humor and interpersonal skills**