



# UNITED STATES DRESSAGE FEDERATION™

## USDF Executive Board – Roles, Responsibilities, Nominations, and Elections

The Executive Board (EB) consists of sixteen members – four officers (president, vice president, secretary, and treasurer), nine regional directors (one from each region), and three at-large directors (one from each council – administrative, technical and activities). Officers, regional directors, and at-large directors serve three-year terms, to begin the first day of every third year. Elections for officers, regional directors and at-large directors are held every third year as follows:

- Regional director in even numbered regions, president and treasurer: 2009, 2012, 2015, 2018, 2021, etc.
- Regional director in odd numbered regions, vice president and secretary: 2013, 2016, 2019, 2022, etc.
- At-large directors: 2011, 2014, 2017, 2020, etc.

This serves as an informational guide regarding the roles and responsibilities of the USDF EB and does not necessarily include all duties and activities associated with serving on the Board.

### **EB – General Duties**

- Attend all EB meetings and teleconferences, and participate in electronic correspondence and voting. (*Reimbursement for travel-related expenses to in-person meetings is provided per the policy outlined in USDF's Policies and Procedures document.*)
- Approve EB meeting minutes drafted by the secretary.
- Review budgets and expenditures in order to ensure sound fiscal management of USDF assets and continued financial solvency of USDF.
- Review and approve proposals submitted to the EB; particularly those that request significant actions such as major expenditures, major changes in programs/events, and major membership services changes.
- Forward appropriate proposals (including those from councils and committees) to the BOG as prescribed in the USDF Bylaws.
- Establish committees and oversee on an ongoing basis both councils and committees that support the mission of USDF.
- Approve committee chair appointments.
- Review each committee's mission, goals, objectives, accomplishments, and actions, biannually.

- Develop and implement an EB policy on councils and committees, and biannually review programs for compliance with this policy.
- Provide ongoing support to the Executive Director.
- Review reports submitted by the Management Committee.
- Elect two EB members to serve on the USDF Bylaws Committee.
- Approve contracts over the amount of \$7500.
- Approve the appointment of sponsor representatives to committees for which the respective sponsor has previously or is currently proving sponsorship.
- Oversee the general management of USDF affairs and business.

### **EB Member Guidelines**

- Must be a USDF Participating Member (PM) in good standing.
- Must represent the interests of the BOG on the USDF EB.
- Must make decisions to enhance USDF's mission and for the benefit of the membership as a whole.
- Must arrive at meetings prepared, having read supporting material, ready to engage in thoughtful discussion.
- Must encourage and respect the input of all EB members.
- Must promote EB unity and confidence.
- Must inform the EB if there is an issue that presents a conflict of interest, and not participate in discussion where the conflict of interest occurs.
- Must recognize the president is the official spokesperson for the EB.
- Must keep sensitive EB information confidential, as determined by a majority of the EB or as directed by the president.
- Must enhance USDF's public image.
- Must encourage membership in USDF.
- Must identify members with leadership ability as future EB members or council and committee chairs.
- Must complete Safe Sport Training provided by the US Center for Safe Sport annually.

### **President**

- The president is the chief executive officer of USDF and serves as the official spokesperson for the EB.
- May call meetings of the EB and BOG and presides over those meetings.
- Report the activities and general progress of USDF to the EB and BOG.
- Review and approve the agendas for EB and BOG meetings prior to distribution.
- Review EB meeting minutes before being posted on the USDF website.
- Comply with USDF's Transparency Policy to ensure that openness and transparency in the decision making process is followed.
- Approve formal proposals to outside organizations.
- Establish standing, temporary, ad hoc, implementation or other committees, including subcommittees, commissions, task forces and working groups, and appoint a chairperson for each committee, subject to the approval of the EB. Upon appointment, the president must describe the responsibilities for these groups.
- Appoint all committee chairs, subject to approval of the EB.

- Serve as a member of the USDF Investment Working Group.
- Sign off on contracts over \$7500 that have been approved.
- Appoint or employ the Executive Director with the approval of the EB and have the authority to contract with the Executive Director.
- Appoint ad-hoc committees to review new and revised programs and projects approved by either the EB or BOG in order to determine an appropriate implementation plan. Ad-hoc committees appointed by the president must be approved by the EB.
- Appoint EB members to serve as official liaisons between USDF and other organizations.
- Appoint replacement of an EB regional director or officer in the event of resignation or death.
- Vote only when a vote is tied.
- Other duties may be assigned by the BOG.

### **Vice President**

- Preside at Executive Board meetings in the absence of the president or when the president has a conflict and must recuse themselves for an item on the meeting agenda.
- In the absence of the president, the vice president shall exercise any power or duty of the president.
- Carry out other duties as may be assigned by the president.
- Serve as a member of the Investment Working Group and Management Committee.
- Chair the Steering Committee for Committee Complaints and the Steering Committee for EB Complaints.

### **Treasurer**

- Prepare the annual budget of the USDF upon consultation with the Executive Director.
- Present to the EB, prior to the BOG meeting, and to the BOG at the annual convention, the budget report which shall include the proposed budget for the upcoming fiscal year, written comparison of current year budget with previous year budget, including current fiscal year projected revenue and expenses as compared with previous year's projected revenue and expenses and actual revenue and expenses.
- Serve as a member of the Steering Committee for EB Complaints, the Investment Working Group, and Management Committee.

### **Secretary**

- Prepare written minutes of the EB and BOG meetings of USDF.
- Present the minutes from the BOG's previous meeting to the current BOG for approval.
- Perform and maintain a record of roll call and proxy votes designated.
- Serve as a member of the Steering Committee for EB Complaints, the Investment Working Group, and the Management Committee.

### **Regional Director**

- Serves as the official contact person for all matters related to USDF affairs within the designated region.
- Responsible for disseminating information to Group Member Organizations (GMOs) and Participating Members (PMs).

- Represent the interests of the respective region on the EB and act as a liaison between the EB and the region.
- Prepare a report about your region's activities for the spring EB meeting and the annual convention in the fall.
- Chair your regional meeting(s) held at the annual convention, and any regional teleconference meetings you schedule throughout the year.
- Work with the chairs of the Regional Championships, Nominating, and FEI Youth Committees to make regional representative appointments as soon as possible after the convention and no later than the first week of January.
- Establish a Regional Selection Committee to review and evaluate future regional championship host site applications before making a recommendation to the USDF Regional Championship Site Selection Working Group and the EB.
- If possible, represent USDF and the region at your regional championship, participate in awards ceremonies, support sponsors, and help out as appropriate.
- Approve Great American/USDF grant requests for regional championships, as submitted to you from each competition.
- Be aware of the financial status of your region and review monthly statements which will be provided by the USDF accounting office.
- Submit monthly regional news items for inclusion in USDF eNews (optional).
- Encourage PM delegate nominations and work with your region's Nominating Committee representative to solicit nominations.
- Communicate with your region's GMOs and encourage them to appoint representation for the BOG meeting at the annual convention. Assist in securing proxy appointments as requested.
- Encourage USDF youth and regional GMO volunteer nominations, as well as GMO award nominations, be submitted to the USDF office.
- Assist in selecting a USDF nominee for the USEF Youth Sportsman's Award.
- Check with your region's GMOs periodically to make sure they have sent a list of any new officials and board members to the USDF office after they've held their elections.
- Approve Instructor/Trainer Program Workshops when held in your region.
- Recommend locations for FEI Youth and Youth Outreach Clinics, when applicable.
- Sign applications for L Education Programs being held in your region.
- Sign program and grant applications for the Continuing Education Programs in Dressage Judging being held in your region.
- May appoint members to regional offices (such as treasurer or secretary), but the regional director is responsible for the actions of such appointees.

#### **At-Large Director (ALD)**

- Serve as chair and official contact person of the respective council you are representing on the EB (administrative, technical, or activities).
- Preside over council meetings.
- Approve official council communications and meeting minutes.
- Coordinate with other council chairs, as needed.
- Represent the interests of your council and act as liaison between the EB and the council.

- Be generally informed about projects and issues being discussed by the committees within your council and facilitate coordination between the committees, as needed.
- Preside over your open council forum held during the annual convention.
- Serve as a member of the Steering Committee for Committee Complaints.

### **NOMINATION PROCESS:**

#### ***Officers and Regional Directors***

Nominations for officers and regional directors can be sent to 1) the nominee's regional representative on the Nominating Committee 2) the Nominating Committee chair or 3) the Nominating Committee liaison. The contact information for the regional representatives, chair, and liaison to the Nominating Committee can be found at <http://www.usdf.org/about/about-usdf/councilscommittees/nominating.asp> . Per the USDF Policies and Procedures, consent of the potential nominee must be obtained prior to submission of his/her name to the Nominating Committee. Any USDF member can nominate an officer or regional director candidate.

The deadline for nominations of officers and regional directors is June 1. Officer and regional director nominations can also be made from the floor of the BOG meeting.

#### ***ALDs***

Candidates for Administrative Council ALD, Technical Council ALD, and Activities Council ALD are nominated by the USDF Committees within their respective council. All committee members, including the chair, are eligible, but a committee may only nominate from within its own committee membership. Each committee **may** nominate no more than one ALD candidate, which must be supported by a majority of the committee. To determine this majority, a confidential e-mail vote facilitated by the respective committee liaison will be held, who will then tally the votes and report the result back to the committee.

Once a single committee nomination is established, the committee liaison will submit an official nomination form to the Nominating Committee liaison, which must be done by June 1 for the nomination to be accepted. Unlike officers and regional directors, ALDs **cannot** be nominated from the floor of the BOG meeting.

If one person serves on multiple committees within a council, they may not be nominated more than once. Each committee will determine if they put forth an ALD nominee, although it is not required.

### **AFTER NOMINATION:**

The Nominating Committee, with assistance from the committee liaison, will verify eligibility of nominees. Nominees are provided an outline of the expectations of USDF EB members and specific responsibilities for the position the nominee is

running for. The chair of the Nominating Committee will often contact the nominee to address any questions. Once confirmation of their intention to run in the election and willingness to serve is established, the nominee is then considered “official.”

Once official, the nominee is listed on the USDF website at <http://www.usdf.org/about/about-usdf/governance/nominating/index.asp>. The Nominating Committee liaison will e-mail the nominee to request they answer some questions, provide a biography, and supply a photo, which will appear in the October issue of *USDF Connection* and on the USDF website for viewing by the membership.

Each officer and ALD candidate is given the opportunity to give a short campaign speech to the membership, approximately five minutes in length, during the first session of the BOG meeting at the Adequan®/USDF Annual Convention. Each officer and ALD candidate participating in a contested election will also get the opportunity to speak for up to five minutes in each regional meeting. Regional director candidates are given the opportunity to give a short campaign speech during their respective regional meeting at the convention.

#### **VOTING AND THE ELECTION:**

Voting for EB members takes place during the final day of the annual BOG meeting at the Adequan®/USDF Annual Convention by way of confidential online voting kiosks. All officer and ALD positions are elected by the BOG (PM and GM Delegates). Regional directors are elected by the PM and GM Delegates from their respective region.

If a nominee is running unopposed for a position, they will be elected by acclamation. Otherwise, election results for each position will be announced on the final day of the BOG meeting at the Adequan®/USDF Annual Convention shortly after voting concludes at the online voting kiosks.

Elected nominees officially start their term on January 1.