

Northern Ohio Dressage Association Elected Offices – Job Descriptions

All elected officers are expected to attend, and are entitled to vote at monthly Board meetings

President

Acts as the primary representative of NODA.
Prepares the agenda for and presides over all Association and Board meetings.
Appoints Committee positions with the approval of the Executive Committee.
Acts as the point of contact for the USEF and the USDF on behalf of NODA.
Updates rosters for Region 2 as needed.
Attends or appoints someone to attend USDF and USEF annual meetings.
Can approve expenditures up to \$200.
If an elected official's position becomes vacant, the President appoints someone to fill the vacancy.

Vice President

Exercises any power or duty of the President in the absence of the President.
Is included in all decisions and organizing responsibilities.
Serves on the NODA Recognized Show Committee.

Recording Secretary

Maintains the official record of attendance at Board meetings.
Records and distributes minutes of meetings of the Association and Board of Directors.
Submits draft of minutes to Board for approval.

Treasurer

Is the registered agent for Non-Profit Organization status.
Keeps complete records of all Association expenditures, and reviews accounts monthly.
Collects all monies due to the Association.
Maintains all Association financial records and oversees fundraising activities.
Records, maintains, and files all necessary corporate certificates.
Works with the CPA to ensure that tax returns are completed and filed.
Keeps all financial affairs up to date and provides financial reports and budgets to the Association members upon request.
Maintains a checking account at a local bank with multiple branches.
Pays all the Association expenses to vendors, judges, clinicians, etc.
Issues reimbursement for approved expenditures.

Director at Large – 5 are elected for this positions

Attends monthly Board meetings.
Represents the views of the membership.
Acts in the best interest of the association in Board discussions and decisions.