HTA Board of Directors

Governed by the Articles of Incorporation, bylaws, and policies and procedures of Hoof Trimmers Association, Inc., the Board of Directors complete job descriptions are described as follows. These documents may be amended by a majority vote of the Board of Directors and recorded in the minutes. All revisions must comply with the Articles of Incorporation and the current bylaws.

**President**

**Reports to:** Membership

**Brief Description:** This position is an automatic progression of the President-Elect position, elected by the membership only when the President-Elect position is vacated. The President serves as chair of Board of Directors and oversees administration of the organization either through a direct hire or contracted management service.

**Bylaws Description:**  The **President** shall preside at all meetings of the Association, act as chairperson of the Executive Board, prepare the proposed annual budget with the advice of the Treasurer for submission to the Executive Board for its approval, and supervise the activities of the Association staff within guidelines approved by the Executive Board.

**Detailed Job Description:**

This leadership position is responsible for organizing/managing all meetings of the Board of Directors. The President is responsible for dissemination of information to and about the HTA budget and strategic plan, if developed, for each year. Along with the assistance of the Executive Director, the President coordinates the master calendar, the distribution of meeting agendas, the annual budgetary session and annual board retreat. In addition, the president:

1. Appoints committee chairs and project team leaders when assuming office and periodically as needed.
2. Assures that HTA office distributes policy and procedures manual to board and committee chairs as appropriate.
3. Represents HTA at hoof health related events, with other board members and members if feasible. Travel and registration costs for events shall be approved by the board in advance.
4. Writes “President’s” column for each newsletter deadline established by newsletter editor.
5. Determines board and membership meeting agendas, with office input if needed.
6. Regularly reviews all committee and board activities and presents new information and ideas to appropriate persons.
7. Reports to board and membership on meetings attended on behalf of HTA
8. Mentors and facilitates transition of president-elect to president.
9. Prepares annual report for presentation at membership meeting.
10. Presents appreciation awards to outgoing board and committee chairs leaders at annual business meeting.
11. Presents appreciation certificates/awards to individuals who have completed projects, etc. for HTA at the Hoof Health Conference.
12. Oversees Public Relations Committees, including all activities involving trade shows, website and advertising; coordination of logistics of all activities conducted by HTA office staff/Executive Director. If volunteers are not found to chair committees, President will act as chair.
13. Facilitates performance evaluation of direct hires or management firm.

**President’s Stipend and Benefits:** None.

**Time commitment** varies from 10-30 hours per month.

**President-Elect**

**Reports to:** President

**Brief Description:** Elected by the membership, President- Elect serves as member of board of directors for three (3) years, 1 ½ years as President-Elect followed immediately by a 1 ½ year term as president, oversees Hoof Health Conference Committee and other committees as assigned by the President.

**Bylaws Description:**  The **President Elect** shall serve on the Executive Board, assist the President in his/her duties as requested by the President, and perform all duties of the President in his/her absence or disability. In the event of resignation or other vacation of the office of President, the President Elect shall automatically succeed him/her in office. The President Elect shall fulfill the President position in the term following President Elect and therefore the person elected as President Elect will serve two consecutive terms on the Executive Board.

**Detailed Job Description:**

This leadership position is responsible for overseeing the development of the Hoof Health Conference while shadowing the presidential activities in anticipation of transitioning to president. The President Elect:

1. Chairs the Hoof Health Conference committee which includes:
   1. Works with the committee and Executive Director to plan and execute the Hoof Health Conference
   2. Oversees adherence to the budget as established for the HHC.
   3. Serve as liaison to the board for this committees and reports monthly with full details or new details of conference. Report may be written and submitted in advance for inclusion with the consent agenda.
   4. Include any activity within these committees in board reports.
   5. Write or cause to be written newsletter inclusions to advertise the conference and provide informational updates to the members.
2. Presides at meetings in the absence of the president.
3. Serve as parliamentarian at membership meetings, or assign parliamentarian role to active member, in attendance and in advance, if such a role is deemed necessary.
4. Chairs or serves on other committees as appointed by the President.

**Time commitment** varies from 10-20 hours per month.

**Secretary**

**Reports to:** President

**Brief Description:** Elected by the membership, member of board of directors for 1 ½ year, oversees Bylaws Committee, Nominating Committee, Awards Committee, and takes minutes of the board meetings.

**Bylaws Description:**  The **Secretary** shall serve on the Executive Board, keep an accurate record of all meetings of the Assembly and the Executive Board, and shall prepare and submit minutes for approval, be the custodian of all the Association’s official records and files and carry on the official correspondence of the Association except as the Executive Board may direct otherwise.

**Detailed Job Description:**

This leadership position is responsible for taking and distributing minutes at the Board of Directors meeting and the General Membership Meetings. In addition, the secretary:

1. Works with the Executive Director to maintain records, policies, procedures, affect minute distribution and perform bylaw revisions after membership resolution.
2. Selects the nominating committee
3. Manages procurement and presentation of awards to lifetime achievement award and 30 year award recipients; sends Newsletter Editor newsletter insertions and Executive Director website announcements on these awards; includes this info in necessary board reports.
4. Chairs or serves on other committees as appointed by the President.

**Time commitment** varies from 5-15 hours per month depending on time of year.

**Treasurer**

**Reports to:** President, Membership

**Brief Description:** Elected by the membership, member of board of directors for 1 1/2 years, oversees Financial Services Team activities which includes Finance, Auction, Audit, Scholarship, and TAP.

**Bylaws Description:**  The **Treasurer** shall serve on the Executive Board, receive dues of members, notify all members of expiration of dues, be custodian of all funds of the Association, make all purchases and transact all business authorized by the Executive Board or by the membership in accordance with approved policies of the Association, maintain a bank account in an insured bank in the name of the Association, maintain a set of books in a manner acceptable to the Executive Board, and make an annual report to the membership showing the current financial standing, the numbers of members and such pertinent information as he/she deems desirable or which is requested by the Executive Board, and prepare with the President a proposed annual budget. The Treasurer shall serve a minimum of two (2) consecutive terms.

**Detailed Job Description:**

This leadership position is responsible for working with Executive Director to manage the Association’s finances and report in writing the Association’s financial status to the Board and to the members. The treasurer shall work with the Board and the Executive Director to prepare an annual budget to be approved by the Board, oversee receipts and disbursements, and will authorize tax returns and audit reports. In addition, the Treasurer will:

1. Along with the President-Elect and the Hoof Health Conference Committee, find volunteers to assist with the Auction;
2. Shall chair the Scholarship Committee and work with the Executive Director to disseminate applications and compile scores ensuring the results are fair, unbiased and awarded in compliance with the scholarship policy;
3. When deemed needed, will serve on but not chair the Audit Committee;
4. Will chair and serve as only board member on the TAP committee;
5. Monitor income and expenses for appropriateness and compliance with the budget. Review financial reports monthly.
6. Report financial standing to the board at board meetings, and in brief summaries as updates in the newsletter.
7. Chairs or serves on other committees as appointed by the President.

**Time commitment** varies from 5-15 hours per month.

**Director-at-Large**

**Reports to:** President

**Brief Description:** Elected by the membership, member of board of directors for 1 ½ years, oversees Regional Representatives, Membership, Merchandise, and Newsletter.

**Bylaws Description:**  The **Director At Large** shall serve on the Executive Board and shall assist the other board members as needed and chair the regional representatives committee.

**Detailed Job Description:**

This leadership position is responsible for, and serves as board liaison to, the Membership, Merchandising (HTA Store or Mercantile), Regional Representatives and the Newsletter Committees. The Director at Large:

1. May serve as chair of all said committees, or may work with the President to find a volunteer for each committee. If no volunteer if found, will act as chair;
2. Will report all said committee activity at board meetings and will submit a written report for each for inclusion in the newsletter committee report columns;
3. Will work with the Newsletter Editor to determine up to a year’s worth of article topics and identify resources for securing the articles.
4. Work with regional representatives on membership items deemed necessary by the board.
5. Chairs or serves on other committees as appointed by the President.

**Time commitment** varies from 5-15 hours per month.

HTA Committees

The Association has established a number of standing and ad hoc committees to address issues that affect individual HTA members as well as the organization as a whole. Committee Chairs, all of whom must be voting members of the Association, are appointed by the President. Membership on a committee requires current active membership and in some cases associate membership.. The Executive Director serves as a non-voting, ex officio member of all committees, except for nominating.

HTA is a volunteer-driven organization and member participation is the strength behind many of the association’s programs and events. There are many opportunities for members to get involved, give back to the Association, work with fellow members, and broaden their professional network. Chairing a committee or becoming a committee member is just one way to play a more active role in the Association.

Committees include (descriptions included in following pages):

|  |  |  |
| --- | --- | --- |
| **Committee** | **Type** | **Board Oversight** |
| **Nominating Committee** | Standing | Secretary |
| **Trimmer Assistance Program** | Standing | Treasurer |
| **Resolutions** | Standing | Secretary |
| **Elections Committee** | Standing |  |
| **Editorial Committee** | Standing | Director-at-Large |
| **Hoof Health Conference** | Ad Hoc | President-Elect |
| **Website Committee** | Ad Hoc | Director-at-Large |
| **Scholarship** | Ad Hoc | Treasurer |
| **Finance/Audit** | Ad Hoc | Treasurer |
| **PR/Trade Shows** | Ad Hoc |  |

**Public Relations/Trade Shows Committee**

**Chair(s):**

**Contact Information:**

**Committee Objective**

Review public relations initiatives, including but not limited to PR campaigns, trade shows, marketing initiatives and other public relations related activities, for appropriateness and implementation.

**Responsibilities:**

Work with HTA office and budget set by board to determine proper avenues of outreach and raising awareness.

* Work with Executive Director to determine possible avenues of outreach and raising awareness of the association;
* Trade Shows:
  + Determine which shows are most beneficial for the budget;
  + Staff the booth OR recruit volunteers to staff the booth;
  + Advise the board on future involvement based on show attendance and response.
* Review and assess value of proposed marketing and sponsorship opportunities for benefit to HTA

**Website Committee**

**Chair(s):**

**Contact Information:**

**Committee Objective**

A useful and informative website is an essential member benefit. The Ad Hoc Website Review Committee was established to assist the HTA headquarters in maintaining the effectiveness of the Association’s website.

**Responsibilities:**

* Review the content of the HTA website and propose revisions, as needed;
* Provide quality assurance and recommendations for improvement in usability; and
* Suggest new content consistent with the Association’s member service priorities

**Hoof Health Conference Committee**

**Chair(s):**

**Contact Information:**

**Committee Objective**

Develop a comprehensive conference program to include educational sessions, networking, vendor promotion opportunities and hands-on interactive sessions to promote and support hoof trimmers.

**Responsibilities:**

* Find speakers in a variety of subjects such as scientific, business, etc. to fit budget;
* Work with speakers to develop appropriate topics, if not already known.
* Organize the demonstrations utilizing equipment, live cows and cadaver feet, if available;
* Work with HTA office to determine overall schedule, and if necessary, entertainment options.
* Provide Executive Director information for venue negotiations, speaker negotiations and contracting, marketing information and transportation procurement.

**Bylaws & Rules Committee**

**Chair(s):**

**Contact Information:**

**Committee Objective**

Reviews and drafts proposed changes to the bylaws

**Responsibilities:**

* Reviews and drafts proposed changes to the bylaws;
* Works with the Executive Director to ensure agreement between bylaws and Articles of Incorporation and compliance with applicable government regulations;
* Prepares and presents proposed revisions to the members at least 6 weeks prior to the ABM;
* Presents and discusses proposed revisions to the members at the ABM for vote.

**Resolutions Committee**

**Chair(s):**

**Contact Information:**

**Committee Objective**

The facilitate the submission and processing of resolutions from the membership.

**Responsibilities:**

* Receives proposed resolutions from individual members, edits them for form and style, and reports them to the assembly.
* The Resolutions Committee will report all submitted resolutions, even those that it recommends for rejection.
* Work with Executive Director to ensure compliance with Articles of Incorporation, Bylaws and applicable regulations.

**Nominating Committee**

**Chair(s):**

**Contact Information:**

**Committee Objective**

The Committee is formed to vet and present a cohesive slate for officers and assess individuals for awards from the association.

**The Nominating Committee is asked to do the following:**

* Recruit potential candidates for office;
* Verify nominees meet the requirements of office as included in bylaws and membership is in good standing;
* Prepare a slate of nominees for the Board of Directors
* Facilitate member involvement in committees and promote leadership opportunities to the general membership.

**Scholarship Committee**

**Chair(s):**

**Contact Information:**

**Committee Objective**

The scholarship is a member benefit and a way to help the families of its members. The scholarship committee reviews and evaluates all received applications for the purpose of awarding two $1,000 scholarships annually.

**Requirements:**

* Review the scholarship application and requirements, amending as needed;
* Announce and promote the scholarship to members, including a write up for inclusion in the Q1 newsletter;
* Review applications that have been “blinded” using pre-approved selection criteria worksheet, assigning a numerical value to each applicant for each category of review;
* Return completed worksheets to the office for final score compilation;
* Notify recipients and non-recipients of the selection;
* Write an article for the newsletter to be included in the Q3 newsletter announcing the winners

**T.A.P. Committee**

**Chair(s):**

**Contact Information:**

**Committee Objective**

In accordance with governing laws, provide oversite to the award of support through the Trimmers Assistance Program.

**Requirements:**

* Convene as needed to review applications for assistance;
* Comply with the guidelines and governing requirements for award;
* Report to the Board of Directors those individuals determined to be awardees, honoring confidentiality requirements;
* Prepare annual report to the members of the application of the program.

**Editorial Committee (Newsletter)**

**Chair(s):**

**Contact Information:**

**Committee Objective**

Provide a quality newsletter as outreach to members, media, and sponsors. Provide articles of science, networking, and association committee updates.

**Requirements:**

* Line out articles 3-4 months in advance;
* Request articles from necessary writers or members on relevant articles;
* Request updates from all committees for newsletter insertion;
* Approve or pull articles of question after discussion with HTA office;
* Collaborate with HTA office to continually recruit additional advertisers.

**Regional Representative Committee**

**Chair(s):**

**Contact Information:**

**Committee Objective**

To assist the Executive Board with special projects and tasks requiring member input, disseminate information to members, report members’ concerns and ideas to the Executive Board and enhance member participation and communication in the Association. Note: This Regional Representative committee will serve at the Executive Board’s pleasure and meet as needed.

**Responsibilities:**

* Organize a regional conference with the support of the Executive Director for off years;
* Organize regional workshops annually with the support of the Executive Director;
* Serve as local contact for members to ask questions, make comments or lodge complaints;
* Disseminate information to the membership within the representative’s region;
* Write a column in each newsletter. Topic may or may not be pre-assigned and should reflect regional interests;
* Serve as regional spokesperson amongst members in the region via phone or at regional events;
* Assist with the membership renewal/membership growth campaign annually.