

# Northern Virginia Working Equitation

## Procedures, Version 1.1

*(This is a living document that will be revised as needed)*



**Preface: This document is divided into two sections.**

Part 1: Director Duties/Responsibilities

Part 2: Committee Procedures/Responsibilities

### Table of Contents

Section	Page	Revision Date
1. General Board of Director Duties/Responsibilities	1	
2. New Director Onboarding Procedures	2	
3. Outgoing Director Procedures	2	
4. Director Duties/Responsibilities- President, Vice-President, Secretary, Treasurer, Marketing Director	3	
5. General Committee Structure	6	
6. Election Committee	6	
7. Events Committee	7	
8. Marketing Committee	8	
9. Membership Committee	9	

### Part 1: Director Duties/Responsibilities

#### 1. General Board of Director Duties/Responsibilities

##### A. Duties & Responsibilities of all Directors:

- a. Recognizes that the Board of Directors is recognized by “BOD” or the “Board” in this document;
- b. Recognizes that Northern Virginia Working Equitation is recognized by “NOVAWE” or the “Club” in this document;
- c. Is the governing authority and has total oversight over the management of the Club’s affairs;

- d. Carries out all the objectives and purposes for which the Club is organized;
- e. Promotes the Club and assists when possible with Club activities;
- f. Checks their official NOVAWE email on a regular basis and responds when requested within 2 days;
- g. Attends Board Meetings scheduled for the second Monday of each month;
- h. Uses the same naming convention for all NOVAWE documents: year-month-date\_ then name of file. Example: 2024-11-20\_Procedures.

## **2. New Director Onboarding Procedures**

### **A. President's responsibilities to a new Director:**

- a. Sends a welcome email that include:
  - i. Instructions on setting up a NOVAWE email account;
  - ii. Links to: NOVAWE Bylaws, Policies, & Procedures;
- b. Shares all Google Drive folders located at novawe.info@gmail.com;
- c. Adds name to shared NOVAWE Google Calendar;
- d. Gives Treasurer and/or Vice-President access to PayPal and United Bank;
- e. Meets with Treasurer and/or Vice-President at United Bank to sign the signature cards, apply for a United Bank debit card, and grant access to online United Bank;
- f. Gives the NOVAWE checkbook to new Treasurer;
- g. Adds Marketing Director as an editor/admin to Mail Chimp, NOVAWE website, and our Facebook NOVAWE business page and NOVAWE Members' Group;
- h. If there is a new President, the outgoing President will grant access to the new President to log into PayPal and United Bank. After changing the passwords, the new President will share these passwords to the Treasurer and the Vice-President.

### **B. Marketing Director's responsibilities to new Director:**

- a. Grants access to NOVAWE website to Vice-President and/or new Marketing Director;
- b. Adds name to NOVAWE Board Messenger chat on Facebook;
- c. Instructs Social Media Editor to make a post about new Directors;
- d. Instructs Website Editor to add name and photo to website.

## **3. Outgoing Director Procedures**

### **A. President's responsibilities:**

- a. Deactivates email account of any outgoing Director;

- b. Removes name of any outgoing Director from shared NOVAWE Google calendar and all shared Google Drive folders;
- c. Removes access to PayPal and United Bank from outgoing Treasurer and Vice-President;
- d. Collects and destroys the NOVAWE United Bank debit card from the outgoing Treasurer and/or Vice-President;
- e. Collects the NOVAWE checkbook from outgoing Treasurer;
- f. Changes passwords to PayPal and United Bank;
- g. Removes Marketing Director as an editor/admin to Mail Chimp and NOVAWE website;
- h. Once the new President takes office, then he/she will remove the outgoing President's access to NOVAWE's Google Drive, PayPal, and United Bank.

**B. Marketing Director's responsibilities:**

- a. Removes the name of any editors/admins granted access to Mail Chimp or NOVAWE website (VP, Website Editor, Newsletter Editor)
- b. Removes names of any outgoing Directors from NOVAWE Board Messenger chat on Facebook;
- c. Instructs Website Editor to remove outgoing Director's name and photo on website and add outgoing Director's name to list of former Directors on website;
- d. Removes any outgoing Director's name from editor/admin access to our Facebook's business page or NOVAWE Members' Group;
- e. Once the new Marketing Director takes office, then he/she will remove outgoing Marketing Director's access to website and any other social media outlets

#### **4. Director Duties/Responsibilities**

**A. President**

- a. Leads the organization and operations of the Club's activities and business as its executive director;
- b. Responsible for the onboarding process of a new Director and the exiting process of the existing Director;
- c. Has the authority to sign contracts and represents/speaks on behalf of the Club;
- d. Prepares the annual budget along with Treasurer and Vice-President;
- e. Sets the agenda and presides over all Board Meetings;
- f. Follows up with other Directors about Action Items from previous Board Meetings;
- g. Delegates tasks to committees as needed;
- h. Maintains the main corporate email ([novawe.info@gmail.com](mailto:novawe.info@gmail.com));
- i. Oversees the following:

- i. the Elections Committee's activities
- ii. the compliance of the organization's Bylaws, Policies and Procedures
- iii. the Club Treasury
- iv. PayPal and United Bank accounts;
- j. Assumes the duties of the Treasurer in the event of resignation, absence, or incapacity of the Treasurer or the BOD may hire a third party to perform the functions of the Treasurer until a replacement can be appointed.

## **B. Vice President**

- a. Assumes the duties of the President in the event of resignation, absence, or incapacity of the President;
- b. Has access to PayPal and United Bank accounts;
- c. Receives a United Bank debit card;
- d. Prepares the annual budget along with Treasurer and President;
- e. Has the authority to sign contracts;
- f. Has the authority to purchase items needed for NOVAWE events under \$200. All purchases greater than \$200 require BOD approval.
- g. Organizes the Annual Member Meeting by zoom or in person;
- h. Serves as the Chair of the Event Committee (see Event Committee Responsibilities).

## **C. Secretary**

- a. Sets up meetings in person or on a online platform such as Google Meet and issues invitations to BOD;
- b. Records minutes of the BOD meeting and the Annual Member meeting;
- c. Records Action Items from BOD Meeting in a Google sheet called BOD Action Item Sheet;
- d. Emails link to minutes to BOD for review/corrections/comments;
- e. If after 3 days of no revisions or corrections to the BOD minutes, the minutes will be approved as written;
- f. Sends a PDF of the approved minutes to the Website Editor to post on the Member's Only Section of the Club's website;
- g. Oversees the Membership Committee;
- h. Assumes the duties of the Membership Chair in the event of resignation, absence, or incapacity of the Membership Chair. (See Membership Committee for responsibilities)

## D. Treasurer

- a. Manages the funds of the Club, managing and safeguarding bank income and expenses in an Excel spreadsheet or a similar accounting software program;
- b. Reconciles all financial accounts monthly or oversees this work if contracted to an outside bookkeeper;
- c. Prepares the annual budget along with President and Vice-President;
- d. Keeps a permanent record of all assets, income, and expenses of the Club;
- e. Has access to PayPal and United Bank accounts;
- f. Receives a United Bank debit card;
  
- g. Monthly responsibilities:
  - i. Transfers funds from PayPal to United Bank;
  - ii. Downloads and saves PayPal and United Bank Statements;
  - iii. Reconciles accounts with PayPal and United Bank;
  - iv. Prepares a financial summary report for the monthly Board meetings;
  
- h. Yearly or bi-yearly obligations:
  - i. Jan - Completes USA Working Equitation's yearly application to be an Affiliate Organization and pay the annual dues (might receive an invoice);
  - ii. Jan - Joins & pays Loudoun County Equine Alliance (LCEA) membership dues;
  - iii. Apr & Oct - Pays insurance payments to Great American Insurance Co;
  - iv. July - Pays Gallop Web Services fee for hosting website;
  
- i. Prepares and files all forms and reports as required by state and federal government agencies:
  - i. Jan -Signs and sends W-9 form to USA Working Equitation;
  - ii. Jan 31 -Sends out 1099-NEC form to any judge/clinician who was paid \$600 or over;
  - iii. May 15 -Completes and submits Form 990-N to IRS;
  - iv. July 31 -Completes annual report form to State Corporation Commission of VA and pays \$25 fee.

## **E. Marketing Director Duties/Responsibilities**

- a. In charge of marketing activities and communications with Club Members and the public;
- b. Serves as the Chair of the Marketing Committee (see Marketing Committee Responsibilities);
- c. Oversees management of Facebook's Business page and NOVAWE Members' Group;
- d. Forms a Marketing Committee composed of:
  - i. Newsletter Editor
  - ii. Social Media Editor
  - iii. Website Editor.

## **Part 2: Committee Procedures/Responsibilities**

### **5. General Committee Structure**

There are four standing committees: Elections Committee, Events Committee, Marketing Committee, and Membership Committee. The Chairs of the Elections Committee and the Membership Committee are selected and approved by the Board of Directors (BOD). The Chair of the Events Committee is the Vice President and the Chair of the Marketing Committee is the Marketing Director.

Additional committees may be created as needed with approval of the BOD.

All documents created for Committee use will be housed on the NOVAWE Google Info Drive, then shared with the appropriate committee members and the supervising Director.

### **6. Elections Committee**

- A. Chair is appointed by the BOD and cannot be a member of the BOD if running for an office. Committee members are approved by the BOD and cannot be a member of the BOD if running for an office.
- B. Responsibilities:
  - a. Conducts the annual election following NOVAWE Elections Policy according to the following schedule:
    - i. Even-numbered years: President, Secretary
    - ii. Odd-numbered years: Vice President, Marketing Director;
  - b. Obtains BOD approval of any cost associated with the election;
  - c. Ensures that each Individual Adult Member has a unique email address and is eligible to run for the position;

- d. Collects nominations for BOD positions up for election;
  - e. Contacts all nominees who may then accept or decline the nomination;
  - f. Requests bio from the candidates;
  - g. Emails a list of the candidates and their bios to the membership;
  - h. Conducts the annual election using an electronic format;
  - i. Those receiving a plurality of votes cast will be declared the winner;
  - j. If there is only one candidate for a position, they are duly elected;
  - k. Sends election results to the BOD first, then the candidates, and finally the membership.
- C. In case of a tie in the Election:
- a. The BOD will vote between the tied candidates with a simple majority vote required to break the tie;
  - b. Any seated member of the Board involved in the tie will be recused from that vote.
- D. Service on the Election Committee will be a one year term but can be renewed.
- E. Timeline for elections (Starting in Nov of 2025): (Any date falling on Thanksgiving Day will be pushed to the following day.)
- Nov 1 Nomination form emailed to membership
  - Nov 9 Last day to make nominations
  - Nov 12 Nominated persons sent an Acceptance Form with request for a Bio
  - Nov 16 Last day to accept/decline a nomination
  - Nov 18 Bios of Candidates emailed to membership
  - Nov 19 Voting form emailed to membership
  - Nov 27 Last day to vote
  - Nov 28 Candidates, BOD, and Membership are notified the results
  - Dec 1 New Board Directors take up elected positions

## 7. Events Committee

- A. Chair is the Vice President (BOD). Committee members may be added.
- B. Chair's responsibilities:
- a. Has the authority to:
    - i. Purchase ribbons/prizes for NOVAWE shows;
    - ii. Purchase Year End Awards;
    - iii. Sign contracts for NOVAWE;
    - iv. Send COI from our insurance company, Great American Insurance Co, to Frying Pan Farm Park in January;

- b. To work with the committee to organize the annual schedule for all events such as clinics, shows, practice days and any other special events;
- c. To create a volunteer spreadsheet in Novawe.Info Google Drive and record the volunteers and their jobs for events when received by the Show Manager;
- d. To select a person to be in charge of the Year End Awards program;
- e. To arrange Year End Awards event in person or by zoom;
- f. To present a list of possible Volunteer of the Year recipients to the BOD for Board approval;
- g. To find Event/Show Managers for clinics and shows and be a resource for those managers.

#### C. Year End Awards Person's responsibilities

- a. To maintain show records in a spreadsheet:
  - i. Go to Giro.io to get NOVAVE members' scores from USAWE Licensed Shows;
  - ii. Ask the Show Manager/Secretary for NOVAVE members' scores from any schooling show in Virginia;
  - iii. At the end of the year, arrive at the Grand Champions, Reserve Champions, High Dressage Score, & High EOH Score;
  - iv. Duplicate the tab for the EOH scores and use that sheet to determine the Joseph Klosek Memorial Trophy;
- b. Ask Kim Ellis to determine the winner of the Joseph Klosek Memorial Trophy;
- c. Work with the Event Chair to propose a short list of those volunteers deserving of the Volunteer of the Year Award. This Award will be determined by the BOD.

D. Service on the Events Committee will be a one year term but can be renewed.

### **8. Marketing Committee**

A. The members on this committee are the Chair (Marketing Director), Newsletter Editor, Social Media Editor, and Website Editor.

B. Chair's responsibilities:

- a. In charge of marketing activities and communications with members and the public and oversees the mailing lists and target audiences for any e-blast or newsletter distribution (e.g. MailChimp or email);
- b. Sends a summary of NOVAVE activities to the USAWE Region 6 Director for inclusion in the USAWE monthly newsletter at least 3 times a year;
- c. Ensures that Spring newsletter includes an introduction to new BOD;
- d. With Newsletter Editor, prepares Mail Chimp message about renewing NOVAVE membership (Nov)



- e. Gives Social Media Editor access to Facebook’s NOVAVE business page and Members’ Group.
- f. Adds new members to the Mail Chimp Member audience or delegate to Newsletter Editor;
- g. Feb 1 - Remove non-members from Mail Chimp Members audience or delegate to Newsletter Editor.

C. Newsletter Editor’s responsibilities:

- a. Produces a newsletter for NOVAVE members twice a year;
- b. Assists in producing Mail Chimp messages about renewing membership and elections.

D. Social Media Editor’s responsibilities:

- a. Promotes NOVAVE and its events via various Social Media platforms;
- b. Adds new members to the NOVAVE’s Members Only Facebook Group;
- c. Feb 1 - Remove non-members from NOVAVE’s Members Only Facebook Group.

E. Website Editor’s responsibilities:

- a. Coordinates website enhancements with third party hosting company (Gallop Web Services) for novawe.org;
- b. Adds NOVAVE events to the website calendar as well as any events organized by a NOVAVE member;
- c. Uploads documents such as Board Minutes, current Releases, Prize Lists, Newsletters, Show Results, etc. as needed.

F. Marketing Committee service will be a one year term but can be renewed.

## **9. Membership Committee**

A. Chair is appointed by the BOD and committee members may be added if needed.

B. Chair’s Responsibilities:

- a. Maintains membership records using the “Membership Matrix”;
- b. Sends a monthly membership report to the Secretary for the BOD meeting;
- c. Works with the Treasurer to ensure membership fees are paid;
- d. Assigns a member ID number to each member (use in elections-so do not ever use the same number twice);

- e. Emails a welcome letter to each person who joins or renews the NOVAWE membership.

C. Preparation for new membership year:

- a. Archives previous membership lists;
- b. Nov 15 - Updates the Google Renew/Join Membership Form to be emailed to membership on Dec 1 via Mail Chimp;
- c. Nov 30 - Updates new members welcome letter;
- d. Dec 1 - Works with Marketing Director to send out Mail Chimp message with link to membership form;
- e. Dec 1 - Opens Google Renew/Join Membership Form;
- f. Dec 1 - Works with Website Editor to place a link to the membership form on the website.

D. Membership Records:

- a. Ensures that each Individual Adult member has a unique email address and personal information from member is complete;
- b. Adds new members from the Google Form to the Membership Matrix;
- c. Adds new members to the Mail Chimp audience;
- d. Sends Social Media Editor list of new members to add to Facebook's NOVAWE Members' Group;
- e. Feb 1 - Sends a list of members and which volunteer positions they are interested in to the BOD (from the Google Membership Form);
- f. Feb 1 - Purges non-renewing members from the Membership Matrix;
- g. Feb 1 - Sends list of non-members to Social Media Editor to remove from Facebook's NOVAWE's Members Group;
- h. Feb 1 - Sends list of non-members to Marketing Director to remove from the Mailchimp Member Audience.

- E. Service on the Membership Committee will be a one year term but can be renewed.