

**ADA Duties of Officers
Specifically Expanded from By-Laws
April 2014**

President

1. Be an ex-officio Member of all committees (education; casino; etc)
2. Consult with treasurer as need be
3. Receive inquires from the ADA website and answer or forward to appropriate people
4. Update general website content; coaching information; coaching education opportunities; and the like (may be done by Website Manager)
5. Organizing conference calls with committees and entire director's group as required
6. Coordinate electronic motions as required
7. Respond to communication from AEF and/or EC
8. Circulate information to area groups and/or receive information from area groups in order to coordinate communication

Vice-President

1. In the absence of the President, carry on the duties of the President
2. Respond to communications from the Board of Directors and/or membership
3. Monitor and discuss general condition of the association; membership particulars, possibilities for growth and development of programs
4. 2013 special projects:
 - a. (1) Designed and launched ADA Membership Survey, analyzed results. Board discussions, completed and submitted reports to the Board of Directors
 - b. (2) As part of a volunteer sub-committee, organized the Alberta Young Horse Symposium; recorded, analyzed, and reported results to the Board
 - c. circulated information accordingly to the membership
 - d. maintain accurate records of all of the above
5. Continue to research and explore ways to contribute to the evolution of the ADA; communications with AEF, HCBC, and other organizations
6. Special interest in educational opportunity, assist to facilitate learning amongst the membership at all levels

Secretary

1. Record minutes of conference calls and meeting.
2. Circulate minutes to directors after approval from president
3. Maintain a list of Members of the Association (ie. Membership list from all area groups)
4. Assist the treasurer as needed
 - a. Complete insurance renewal paperwork (this year including

paperwork for each area group), payment from general and casino accounts, coordinate show insurance certificates for all shows and now give-it-a-go days.

b.

5. Administer the Awards Program
- 6.

Treasurer

1. Create and track budget for General Account, pay ADA expenses as appropriate
2. Create and track budget for Casino Account, area group distributions, letters of usage from each group, payments to facilities as part of area group distributions, payments to Casino Managers and expenses for volunteers
3. **Secretary:** Complete insurance renewal paperwork (this year including paperwork for each area group), payment from general and casino accounts, coordinate show insurance certificates for all shows and now give-it-a-go days.
4. Complete and file the annual return on time for Non-Profit organizations to the Alberta Government (Oct) in order to maintain the ADA non-profit standing.
5. Complete and submit the bi-annual (est. every 18 months) the report to the AGLC, including copies of all statements, invoices, volunteer expenses, income (e.g. tips from Casino) and summary of payments by Use of Proceeds Categories.
6. **GST Committee:** Business discussions, completion of paperwork and submission for business number (GST), then re-submission for small supplier status for all but 2 area groups. Ensure the GST Committee has all entry forms and year end submission completed each year for each of the 2 area groups.
7. **Vice President administer content – Caroline Lock administer the technical components:** Web site Coordinator - work with new vendors to outline and test new web site and back up; work with web master for updates.
8. **Casino Coordinator:** Work with Casino Coordinator to have cheques and paperwork completed in a timely manner.
9. **Casino Coordinator:** Submit changes of Use of Proceeds to AGLC as requested.
10. **Vice President:** Support Educational committee in budget review, payments of clinicians and facilities, validation and deposits from clinic riders and auditors, validate budget and provide financial report to committee per clinic
11. Complete annual financial statements, coordinate review, provide report and financial at AGM.
12. Complete periodical financial statements and report at Directors meetings.
13. **Secretary:** Receipt and tracking of area group membership payments.
14. Keep records for the above financial transactions.

Directors-At-Large

1. attend the Annual General Meeting
2. attend 1 or 2 general meetings or occasional conference calls
3. watch for business and notices by email regarding ADA