

ADA Duties of Officers
Specifically Expanded from By-Laws
Revised March 2022

President

1. Be an ex-officio Member of all ADA committees
2. Receive inquiries from the ADA website and answer or forward to appropriate people
3. Assist Website Manager to update general website content
4. Organizing conference calls with committees and the entire director's group as required
5. Coordinate electronic motions as required
6. Coordinate the Annual General Meeting
7. Respond to communication from AEF and/or EC
8. Involvement in financial decisions for both General, Education Subsidy and Casino accounts, ensuring Casino funding follows the AGLC Use of Proceeds (member of the Finance Committee)
9. Circulate information to area groups and/or receive information from area groups in order to coordinate communication
10. Keep ADA Handbook updated: Policy & Procedure Manual; By-Laws; Template of Rules & Regulations; Awards Criteria; Duties of Officers/Executive
11. ADA Facebook: check content; post current information appropriate to the Alberta Dressage community

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 as required. (this statement applies to the By-Laws 7.3 (b) (ii))
3. Involvement in financial decisions for both General, Education Subsidy and Casino accounts, ensuring Casino funding follows the AGLC Use of Proceeds (member of the Finance Committee)
4. Coordinate ADA booth display at events approved by ADA (manage people to set-up, take down, volunteer)
5. Education (assist in educational opportunities where appropriate; act as a liaison between ADA and provincial dressage educational events)
6. Show calendar: update & circulate Alberta Show Calendar for upcoming year

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. Supports the Awards Committee
5. Involvement in financial decisions for both General, Education Subsidy and Casino accounts, ensuring Casino funding follows the AGLC Use of Proceeds (member of the Finance Committee)

Treasurer

1. Create and track budget for General Account
 - a. Pay ADA expenses as appropriate

2. Create and track budget for Casino Account
 - a. Pay area group distributions or payments to facilities or judges as part of area group distributions;
 - b. Collect appropriate AGLC Forms and invoices; pre-payments to Casino Managers and follow up expenses for volunteers
 - c. Work with Casino Coordinator to have cheques and paperwork completed in a timely manner
3. Involvement in financial decisions for both General, Education Subsidy and Casino accounts, ensuring Casino funding follows the AGLC Use of Proceeds (member of the Finance Committee)
4. Collect and retain area group's annual financial statements after being presented at their respective AGM's
5. Complete General Liability & Director insurance renewal paperwork
 - a. Gathering financial information from area groups;
 - b. Make appropriate payments from general and casino accounts;
 - c. Coordinate annual show insurance certificate for all ADA sanctioned EC and AEF shows and clinics where applicable
6. 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
7. Complete and submit the yearly financial report to the AGLC after Dec 1 of each year
8. Complete annual financial statements, coordinate yearly audit, provide report and financial statements at ADA AGM
9. Complete and present financial reports at Directors meetings
10. Receipt and tracking of area group membership payments
11. Receive Bank Statements for General and Casino Accounts. Balance accounts using the SAGE program monthly

Directors-At-Large

1. Attend the Annual General Meeting
2. Attend general meetings
3. Attention to business and notices by email regarding ADA
4. Be ready to serve on ad hoc Committees that arise from ADA business
5. To the best of your ability, be aware of the "big" picture beyond your area group. This could include Provincial, National, or North American trends in the sport.
6. Have some knowledge of competition versus grass roots officials, show organization, administration, long term views, organizational goals, and how best to serve members.
7. Consider the above criteria when voting on ADA motions.

Coordinator Positions

(new organizational format March 2022)

(number of committee members required to be determined)

1. Awards Coordinator
 - a. Receives applications for Medals from riders
 - b. Receives nominations for Lifetime Awards
 - c. Reviews all applications\nominations for completeness and ensure adherence to criteria
 - d. Appoints additional individuals for assistance with program

- e. Arranges for yearly celebration to honor recipients
 - f. Coordinates production of awards with Pinz Plus in Lacombe
 - g. Ensures that Treasurer receives invoice for all incurred expenses
 - h. Promotes both Medal and Lifetime Awards to ensure program continues to succeed.
2. Zoom Manager
- a. Receives requests for Zoom meetings for ADA membership
 - b. Schedules Zoom meetings
 - c. Send applicable Zoom Invitation to the organizers
 - d. Coordinates with the organizer to start the meeting
 - e. Ensure that recorded meetings are sent to the meeting organizer
 - f. Ensure that ADA meeting if recorded are stored appropriately
3. GST Coordinator
- a. Ensure area groups are collecting and submitting GST as appropriate;
 - b. Forward annual copies of GST submissions to Treasurer
 - c. Appoints additional individuals for assistance with program
 - d. Receive yearly reports from area groups, including Income and Expense Statements
 - i. Review statements to ensure that area group is reporting correctly or if it is not necessary
 - e. Keep up to date on CRA\GST requirements and pass information on to area groups
4. Casino Coordinator
- a. Ensure that the Casino Manager is recorded appropriately with AGLC. Any changes are sent to AGLC.
 - b. Receive and coordinate Casino dates with AGLC and ADA membership
 - c. Assist Treasurer in completing the yearly AGLC report
 - d. Work with Casino Manager to ensure appropriate number of volunteers is available to work all shifts
 - e. Assist Casino Manager in coordinating the volunteer schedule
 - f. Ensure all Casino financial transactions are accounted for and adhere to AGLC regulations, including Use of Proceeds
 - g. Assist Finance Committee in developing the yearly ADA Casino Budget and distribution of funds
 - h. Appoints additional individuals for assistance
5. Website Manager
- a. Maintain and update the ADA website information
 - b. Coordinate with the website service provider
 - c. Be able to work in the website “back end” (eg. Joomla, etc.)
 - d. Assist area group website managers
 - e. Assist with social media requests/updates
6. Finance Committee
- Members are the ADA executive: (president, vice-president, secretary, treasurer); and an area group/at-large director for representation.