**President Basic Responsibilities:**

Updated: Written 2/15/2016, revised 12/26/2016, revised Oct 2018, revised May 2020

# ARTICLE IV: Officers

## Section 1. President.

1. The President shall be the chief executive officer of PNER. The President shall supervise all activities and/or employees of PNER; execute all instruments on its behalf; preside at all meetings of the Board of Directors and the general membership; call such special meetings of the Board of Directors and/or general membership as the President deems necessary; appoint such committees as may be necessary to properly carry out the purposes for which PNER was organized, including determining the number to serve on the committees and to name the chairman thereof; and fulfill or perform such other duties and responsibilities usually inherent of or implied by such office.
2. In the event of a vacancy in the office of President, the Vice-President shall serve as President for the remainder of the term.

 **Section 9. Qualifications.** Only Senior Members in good standing who have reached the age of 18 may run for the offices of **President** or Vice-President or be appointed to the position of PNER Treasurer.

**Article VI: Terms of Office & Qualifications**

**Section 2. PNER Officers**. PNER **president** and vice-president shall be elected to serve a term of two (2) years. Officers may succeed themselves in office or shall serve until their successor shall have been duly elected and qualified. President / VP elections shall take place in odd years.

**Section 3. Qualifications**. Any member running for the Board of Directors must have been a member in good standing for at least one year prior to election to any such position. Any member running for PNER **president** or vice president must have been a member in good standing for at least two years prior to election to such position.

**Appointed by the President:** At the annual meeting after the election of the State/Province Representatives and Ride Management Representatives, a secretary and treasurer will be appointed. Article VII: Meetings Section I: Annual Meeting

Elections Committee and other committees will be appointed by the President and approved by the BOD. under Article V: Committees Section 3

Additional Activities

Serve on the Executive Committee, Board of Directors, lead PNER with vision and direction

Work with Treasurer concerning committee budgets, accounts payable, 501(c)(3) annual report, liability insurance, and insuring the annual financial review occurs timely.

**Ambassador Award:** Work with Executive committee to select the annual Ambassador Award recipient.

Convention

Plan convention with Vice President. Produce agendas for those meetings which occur during convention.

HANDBOOK

Prepare handbook in accordance with procedures established to assure timely and accurate production.

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IT

Promote innovations in IT to the benefit of PNER. Assist IT to assure forms, ride results, PNER information is available in the most accessible format.

Newsletter and Communication

 Assure accurate and timely distribution of information in appropriate methods to the benefit of PNER

BOD Meetings

Schedule and conduct quarterly meetings of BOD

Volunteers

Recruit, motivate, maintain, and monitor volunteers to assure work is being done appropriately and timely. Volunteers act in the following areas:

: Newsletter

Website

Handbook

Treasurer

Secretary

Membership

Points Secretary

IT / Web

Awards Coordinator

Marketing

Scholarship

Trails

Education

Social Media

Policy & Procedures Updates

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