**President**

Updated: Written 2/15/16, revised 12/26/16, revised Oct 2018

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| Job or Activity: PNER CEO | Person Currently Responsible: Kristen Malholland  president@pner.net |
| Elected or Appointed? elected | When? Jan. 2018 for 2 years. |
| Specific Qualifications? yes | If so, what are they?  Been a member in good standing for at least 2 years  Be at least 18 years old |
| If this is a committee, list other members |  |
| Other positions interface with this one. | All of them, BOD, appointed positions, committees. |
| By-laws Description: | **ARTICLE III, Board of Directors**  **Section 2** The Board of Directors shall also include the current President and Vice President, and the most recent Past President.  **ARTICLE IV: Officers**  **Section 1. President.**  a) 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.  **Section 2. Vice-President.** The Vice-President shall act for the President in his or her absence and perform such other duties as may be delegated by the President and/or the Board of Directors.  **Section 3.** The **Secretary** shall perform such other duties as may be delegated by the President or the Board of Directors or as may be implied by the office.  **Section 4. Treasurer.** It shall be the duty and responsibility of the Treasurer to receive and be accountable for all funds belonging to PNER, maintaining a clear and accurate record of all transactions and financial condition of PNER; pay all obligations incurred by PNER when payment is authorized by the President or Board of Directors;  **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 V: Committees**  **Section I. Executive Committee**. The Executive Committee shall consist of the President, the Vice-President, and **a third Board member elected by the Board of Directors.** The Executive Committee shall be empowered to make all decisions empowered to the Board of Directors. Any decisions so made shall be subject to review at the next meeting of the full Board of Directors. Executive Committee decisions shall be made on an emergency basis only and are usually considered interim until confirmed by a meeting of the Board of Directors. The Executive Committee shall have spending authority to a maximum of $300. Executive Committee approval for the expenditure must be unanimous.  **Section 3**, **Election Committee**. **New Wording: ARTICLE V: Section 3. Election Committee**  An Election Committee shall be appointed by the President and approved by the BOD. Preference is given for the appointment of one person per represented area. The committee duties will be delegated by the President related to elections and voting. The Committee shall elect a chair.  **Section 4. Other Committees.** Upon recommendation of the President, other committees not having and exercising the authority of the Board of Directors may be designated by a resolution adopted by a majority of .the Directors present at any properly called regular or special meeting of the Board of Directors. Except as otherwise provided in such resolution, members of the committee shall be PNER members in good standing. The President shall appoint the members thereof. Any committee member may be removed by the President whenever the best interests of PNER shall be served by such removal.  **ARTICLE VII: Meetings**  **Section I. Annual Meeting**  The annual meeting of the general PNER membership shall be held in January at a time and place designated by the President.  **ARTICLE VI, Terms and 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. Pres/VP elections shall take place in odd years.  **Article VI: Terms of Office and Qualifications**  **Section I. Board of Directors.** The term of office of PNER directors shall be ~~one~~ **two (2)** year**s**. Directors may succeed themselves in office, or shall serve until their successor shall have been duly elected and qualified. **Officer elections shall take place in even years.**  **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. Pres/VP elections shall take place in odd years.  **ARTICLE VII: Meetings**  **Section I. Annual Meeting**  a) The annual meeting of the general PNER membership shall be held in January at a time and place designated by the President.  b) The President shall appoint a Secretary or Secretaries and a Treasurer.  **Section 5. Board of Directors Meetings**.  a) Special meetings and Executive Sessions may be called at the discretion of the President.  b) Annual Meeting. The PNER Board of Directors shall conduct at least one meeting each year coincident with the annual PNER meeting and at such other times, as the President deems necessary for the competent management of PNER.  **ARTICLE VIII: Elections**  **Section I. General.** The President shall appoint a Secretary or Secretaries and a Treasurer. |
| Expected monthly time commitment: | 20-40 hours |
| **Basic Responsibilities:**  Have a Vision & direction for PNER  Organize Board meetings:   * Yearly @ convention, Friday & Sunday * Schedule phone conference call Board meetings during the year as deemed necessary * Write meeting agendas, distribute to BOD * Run meetings using parliamentary procedure * Adhere to the PNER By-laws and Rules * Make sure the minutes are published in newsletter/handbook   General Membership Meeting   * Write agenda for yearly meeting at Convention * Run general membership meeting at Convention * Make sure the minutes are published in the newsletter/handbook * Supervise election process to ensure by laws are followed.   Serve on the Executive Committee  Treasury:   * Work with Treasurer on: * budget * bills * 5013C yearly report * Liability insurance * ensure the annual financial review takes place   Recruit, oversee and appoint &/or remove volunteer positions:   * Newsletter * Website * Handbook * Treasurer * Secretary * Membership * Points * IT / Web * Awards Coordinator * Marketing * Scholarship * Trails * Education * Social Media * Policy & Procedures Updates   Monitor social media  Help VP with Convention  Trouble shoot problems that come up  Responsible for the blood machine and it's supplies, hay tester and fecal count  Make sure the annual financial review takes place | |

Additional Activities

* Meetings run using Parley Pro
* Read the By Laws and rules and then read them again and again ;)
* HANDBOOK –
* Keep everyone from fighting
* Make sure it is accurate
* Make sure it matches website
* **Make sure members know it is $5 extra if they don’t renew by Feb 15**
* IT
* Make sure members are aware of new IT and what it can do—talk to Stace for tech updates
* Ensure that both AERC and EDRA entry forms are available on the web
* Ensure that ride results form/process are functional
* Follow up with enhancements to IT
* Budget for IT enhancements and maintenance each year, if necessary
* Newsletter and Communication
* Write the President’s paddock every month
* Have VP write their convention articles
* Research new communication system with members (not just Facebook—it misses all the people who don’t have accounts
* Conference Calls
* Continue quarterly meetings of BOD –see Bylaws concerning notices to the BOD and the membership (have met around March/June/Oct last 4 years)
* The account will have to be changed to your log in and password – talk to Margie T – treasurer has the communication with the company

Monitor all volunteer positions—check in and make sure they are being done—tons of emails and lots of thank-you’ s to keep things running smoothly

BE SURE TO ASK THE ALL POSITIONS IF THEY WILL STAY ON IN THEIR POSITIONS (see Handbook) PEOPLE WANT TO BE ASKED…NOT JUST TAKEN FOR GRANTED

* Monitor blood machine (who/where/when) and be sure it is advertised/Sue Summers and committee have done a good job of keeping it moving around the region –she just needs back-up and its whereabouts and travel arrangements need to be known at all times
* Plan convention with VP and do all meeting agendas—pay close attention to the Bylaws concerning elections –they are very specific
* Monitor Facebook and TRY to keep it factual
* Monitor website – make sure up to date –educate membership to use new website more
* Be sure membership knows how to get hold of volunteers and officers using dummy emails – discourage the use of Facebook for formal contacts –it is too hard to monitor and communications may be missed

Do Thank-you’s for all volunteers at convention – Make a list of those to be recognized. Choose a gift (must be under $25). Either ask Awards Purchaser or order yourself. Becomes part of the Awards budget, so work with Awards Purchaser either way.

Proofread the minutes from Friday and Sunday BOD meetings and Saturday general membership reading before they go into Handbook—this is very time sensitive – Elayne needs them by Feb 15th

Work with Executive committee to select the annual Ambassador Award recipient – read the description in Handbook for qualifications for award

Write a letter from president and vice president to go in the front of the Handbook by Feb 15th “Welcome to PNER”

Get all the alias emails reassigned to the new officers and BOD – work with Stace – you have to supply all the new emails for any positions who changed people.