



USA WORKING EQUITATION

Policies and Procedures



SECTION 3. OFFICER AND DIRECTOR RESPONSIBILITIES

3.2 President

- a. Ensures the mission of the organization is executed.
- b. Participates in all Regular Full Board and Executive Committee meetings to review and approve/reject projects, policies, and business matters.
- c. Sets the agenda and presides over all meetings of the Full Board and Executive Committee.
- d. Can participate in all committee meetings and all Committee Working Session meetings.
- e. Serves as leader of the Executive Committee to manage the organization's day-to-day business between Board meetings.
- f. Has the authority to sign contracts and represent/speak on behalf of the organization.
- g. Serves on the Appeals Committee for appeals of an Ethics Committee determination.
- h. Delegates tasks to committees and/or task forces.
- i. Reviews day-to-day business with the President Elect, Secretary, Treasurer, and Clerical Assistant (if appointed or hired).
- j. Prepares annual budget with Treasurer, President Elect, and Secretary; reviews/finalizes budget with Executive Committee, Board of Directors, and committee chairs.
- k. Organizes strategic planning sessions with the Executive Committee, Regional Directors, and committee chairs.
- l. Conducts Board and committee chair exit interviews (or delegates to an HR professional if requested). (*procedure TBD*)
- m. Acknowledges receipt of reported or suspected violations within five business days; maintains confidentiality and ensures reports are properly investigated.
- n. Serves as the USA Working Equitation point of contact for the World Association of Working Equitation (WAWWE).
- o. Organizes or delegates the organization of the Annual Meeting.
- p. Sets the Full Board Regular Meeting schedule for the year.
- q. Serves a 1-year term.