



USA WORKING EQUITATION

Policies and Procedures



SECTION 3. OFFICER AND DIRECTOR RESPONSIBILITIES

3.8 Staff

3.8.1 Clerical Assistant(s)

The Clerical Assistant supports the Secretary and the Executive Committee. The Clerical Assistant performs tasks and day-to-day maintenance activities to support the programs and activities of the organization as directed by the Secretary and the Executive Committee. In the event the Secretary becomes unable to perform their duties, the Clerical Assistant may perform Secretary duties until the Secretary position can be filled. The Clerical Assistant has no vote on the Board of Directors or Executive Committee.

The Clerical Assistant is appointed by the Board of Directors, with an annual review each November. The annual appointment term is December 1st through November 30th.

If a Clerical Assistant is not appointed or does not take on the following responsibilities, the Secretary completes these duties (or designates others) and is responsible for their completion, accuracy, and legal compliance.

Clerical Assistant duties may include and is not limited to:

- a. Clerical Support
 - (1) Assist the Board and committees with creating Google forms to ensure the document owner is USA Working Equitation.
 - (2) Create appropriate email 'filter forward' to ensure form responses are forwarded to the committee or individual(s) monitoring responses.
 - (3) Maintain a list of Clerical Assistant tasks performed at the corporate level.
- b. Events. Monitor the online 'Request to Add Event' Google form and update the website calendar of events.
- c. MailChimp
 - (1) Ensure the organization's MailChimp Audience and Mail Tags are current before sending each eBlast and newsletter.
 - (2) Resolve duplicate email addresses.
 - (3) Resolve bounced email addresses.
 - (4) Resolve unsubscribed email addresses.
 - (5) Safeguard member-based mailing lists (email and physical) against unauthorized use, access or distribution.
- d. Corporate Email Accounts
 - (1) Assign, track, and maintain corporate email accounts.
 - (2) Maintain security protocols and spam prevention measures.
 - (3) Troubleshoot email and G-Drive issues with account holders.



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e. Corporate Assets

- (1) Maintain a consolidated tracking record of all asset accounts.
- (2) Establish and maintain all asset accounts using usaworkingequitation@gmail.com as the account holder/owner's email address.

An asset account is any asset that is:

- Used for periodic or day-to-day operations of the corporation.
- Any digital or physical property used by the corporation.
- Used to conduct corporate business that would hinder or prohibit the corporation from doing business if it were not the account owner.
- Opened or contracted for in the name of the corporation.
- Used by a committee to conduct the business of the corporation.

f. Corporate G-Drive

- (1) Perform an annual review of each folder within the corporate G-Drive to ensure appropriate access.
- (2) Remove resigned, retired, or terminated committee members and previously elected directors.
- (3) Add or remove G-Drive access as appropriate.

g. Committee Appointments

- (1) Sends an email to newly appointed committee members to welcome each to their respective committee.
- (2) Ensures each newly appointed committee member **Acknowledgement of Annual Statements** are completed and filed on the Ethics Committee G-Drive.
- (3) Ensures annual committee member **Acknowledgement of Annual Statements** are completed and filed on the Ethics Committee G-Drive.
- (4) Maintains a Committee/Task Force Directory that documents the date of BOD appointment, identifies the committee chair, and tracks the date of resignation, retirement, or termination for each committee member appointment.
- (5) Performs annual review in January to ensure committee members are current USAWE members; notify committee chairs if a committee member failed to renew annual membership.

h. Corporate Passwords

- (1) Establish, track, and maintain all corporate and asset account passwords in a secure location (not on the G-Drive).
- (2) Ensure the President, Secretary, and Clerical Assistant have a record of essential account login information at all times. Ensure the highest Admin/Owner privileges are granted to these same three individuals.
- (3) Change all account passwords at recommended best practices intervals.



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- i. Corporate Records
 - (1) Create and file all staff records as required by state and federal employment laws. Make records available to authorized governmental agencies.
 - (2) Ensure staff records are only made available to persons with managerial or personnel responsibilities within the organization.
 - (3) Make staff records available to the Board when requested.

- j. Corporate Document. Keep the following corporate G-Drive documents up to date:
 - Corporate assets
 - BOD - Committee Chairs - Key Contacts
 - USAWE email, contacts and G-Drive
 - USAWE Zoom and Webinar License usage.

- k. Document Retention
 - (1) Ensure Clerical Assistant email and documents are retained or destroyed according to the Bylaws document retention policy.
 - (2) Ensure email, document, tax records, employment records, personnel records, Board and committee materials, press releases, public filings, legal files, marketing and sales documents, intellectual property, trade secrets, contracts, correspondence, banking and accounting, insurance and audit records are retained or destroyed according to the Bylaws document retention policy.

- l. Meetings
 - (1) Annual Member Meetings
 - (a) Assists President with the Annual Meeting agenda.
 - (b) Create and distribute Webinar registration link, and Panelist (presenter) invitations.
 - (c) Ensure Annual Meeting agenda is posted to the website and communicated to members via newsletter (December and January).
 - (d) Ensure a separate Annual Meeting announcement eBlast is distributed to current membership a minimum of 30 days prior to the meeting.
 - (e) Ensure members joining after the eBlast distribution date (and up to 24 hours prior to the meeting date/time) are sent the Annual Meeting registration link.
 - (f) Ensure the Annual Meeting registration link is posted on usawe.org a minimum of 30 days prior to meeting date.
 - (2) Board of Directors (BOD) Meetings
 - (a) Assist President with BOD agenda and Zoom meeting invitations.
 - (b) Receive notice of all meetings of the BOD
 - (c) Attend BOD meetings as a non-voting participant.
 - (d) If invited, attend Executive Sessions as a guest.
 - (3) Committee Working Meetings
 - (a) Assist President Elect with Committees Working Session agenda and Zoom meeting invitations.



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- (b) Encouraged to attend Committee working session meetings to stay abreast of committee activities and programs.
- (4) Strategic Planning. Encouraged to participate in strategic planning with the Board of Directors and committee chairs.

The Clerical Assistant may be asked to perform other duties as assigned.

3.8.2 Treasurer Assistant

The Treasurer Assistant supports the Treasurer and Executive Committee. The Treasurer Assistant performs day-to-day maintenance activities to support the programs and activities of the organization as directed by the Treasurer and Executive Committee. In the event the Treasurer becomes unavailable to perform their duties, the Treasurer Assistant may perform Treasurer duties until the Treasurer position can be filled. The Treasurer Assistant has no vote on the Board of Directors or Executive Committee.

The Treasurer Assistant works with the income-generating committees such as Affiliate Organizations (AOs), Membership, Horse Recording, International, Licensed Officials, and Professional Development, to ensure receipt of income overseen by each committee.

The Treasurer Assistant coordinates with the Affiliate Organization Chair for the distribution of Member Designated Funds (MDF) according to the ballots each year.

The Treasurer Assistant is appointed by the Executive Committee, with an annual review each November. The annual appointment term is December 1st through November 30th.

If a Treasurer Assistant is not appointed, the Treasurer completes these duties (or designates to others) and is responsible for their completion and accuracy.

Treasurer Assistant duties include:

- a. Expenditures
 - (1) Ensure an Expenditure-Reimbursement Request Form and appropriate documentation are obtained, authorized, and filed for all expenditures.
 - (2) Obtain, maintain, and monitor disbursement authorizations (requester, committee chair, and two Executive Committee officers).
 - (3) Ensure Executive Committee officer authorization is performed on a rotation basis.
- b. Account Transfers. Ensures an Expenditure-Reimbursement Request Form is obtained, authorized, and filed for all account transfers.



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c. Invoicing

- (1) Order banners for Affiliate Organizations and show/event organizers; invoice as appropriate.
- (2) Send invoices on behalf of the Executive Committee, Board of Directors (BOD), and committees.
- (3) Ensure BOD and committee invoices are categorized appropriately for QuickBooks accounts.
- (4) Review invoice templates and update them whenever needed to reflect current fees and accurate categories within the USAWE QuickBooks accounts.
- (5) Document invoiced payments (amount invoiced, date invoiced, date paid, and payment remitter).
- (6) Process refunds (overpayment, duplicate payment, cancellations, etc.).
- (7) Files forms for authorized expenditures, reimbursements, and refunds.

d. Meetings

- (1) Board Meetings
 - (a) Receive notice of all meetings of the BOD.
 - (b) Attend BOD meetings as a non-voting participant.
 - (c) If invited, attend Executive Sessions as a guest.
- (2) Committee Working Sessions. Encouraged to participate in Committee Working Session meetings.
- (3) Strategic Planning. Encouraged to participate in strategic planning with the Board of Directors and committee chairs.

e. Document Retention

- (1) Ensure Treasurer Assistant email and documents are retained or destroyed according to the Bylaws document retention policy.
- (2) Ensure email, document, tax records, employment records, personnel records, Board and committee materials, press releases, public filings, legal files, marketing and sales documents, intellectual property, trade secrets, contracts, correspondence, banking and accounting, insurance and audit records are retained or destroyed according to the Bylaws document retention policy.

The Treasurer Assistant may be asked to perform other duties as assigned.