

Committee Vice-Chairperson

Job Description

The Committee Vice-Chairperson is elected by and from their Committee for a one-year term and shall assist the Chairperson in leading their respective Committee presiding over their periodic meetings and assignments bringing recommendations and initiatives to the Board of Directors (BOD) and Executive Committee (EC).

Primary Duties and Responsibilities

- In this role it is important to put personal interest behind the best interest of the NCHA.
- The Vice-Chairman shall serve as presiding officer in the Chairperson's absence or incapacity.
- Assist in maintaining minutes and communications of meetings.
- Solicit and bring forward recommendations and initiatives for changes or improvements to the Association relevant to the Committee mission as stated in the Rulebook.
- Communicate NCHA policy, EC meeting minutes and proceedings, procedures, programs, etc. to the general membership in their respective District.
- Assist in communicating back to the BOD at the annual meeting and to the EC as requested with their respective Committee business.
- Assist in special assignments or requests from the Committee and/or EC.
- Assist in recommending annually Committee membership changes to the President-Elect for the following year.
- Read, understand, and embrace the NCHA Mission Statement.

Job Requirements

- Membership in the Association in good standing for a minimum of five years.
- Absence of any felony convictions on record.
- Prior to taking position, have read, understand, and continue to embrace the NCHA Rulebook and Bylaws.
- Attend all scheduled Committee meetings.
- Maintain an active and valid email address, and regularly monitor it for communications.
- Able to travel as needed, at their own expense, to attend in-person meetings.
- Good written and verbal communication and computer skills.

Preferred Qualifications

- Ten years of active membership in NCHA.
- Active District (Area) Director.
- Active Open, Non-Pro, or Amateur rider, trainer, show producer, cutting horse owner, or breeder.
- Active or prior local NCHA Affiliate member, director, or officer.
- Prior experience as a member of the committee for which they become Vice-Chairperson.
- Experience or special skill set relevant to the needs of the Association and the Committee at the time of nomination.