



**Manitoba  
Horse Council**

# Board of Directors 2024 Elections

Manitoba Horse Council (MHC) Board members are responsible for ensuring the success of MHC in delivering on its vision and mission and effectively serving the needs of the equine community. Board members actively participate in monthly Board meetings and contribute to key Board decisions and actions throughout the year.

## **Key Activities:**

- Participate in the update and oversight of the by-laws and policies of MHC
- As appointed, serve on standing and special committees of the Board
- Regularly attend Board meetings and participate as set out in the Bylaws
  - Prepare and submit committee reports
  - Review financial and operations reports submitted by the Executive Director
  - Review and vote on motions submitted to the Board for approval
- Provide input and support to special projects and events initiated by MHC
- Participate in the appointment/election of the Board of Directors
- Act as an advocate for the concerns of individual members
- Ensure understanding of Sport Manitoba/MHC Board policies
- Provide input/information for Sport Manitoba's Integrated Financial Funding (IFF) report
- Assist with grant applications as required
- Identify potential sponsors for MHC

## **Qualifications:**

Directors must be active members, in good standing, of the MHC. Directors must be at least eighteen years of age and have their primary residence in Manitoba. Members are expected to attend ten monthly meetings (in-person or via Zoom), held on the third Monday of each month (September-June).

## **Term of Office:**

Unless otherwise indicated, the term in office of an elected Director is typically three years. However, this year term lengths for new Board members may vary slightly (e.g., some may be one- or two-year terms) in order to reset our election process such that 1/3 of all Board positions are up for election annually. The term of office shall commence following the election of directors, at the Annual General Meeting.

In the event of the resignation of a Director prior to the end of their term, a Director shall be appointed and confirmed by vote of the Board. Appointed Directors shall remain in place for the duration of the term, thereby maintaining the number of terms that are renewed in each year. Should a quorum be maintained, and less than eight months remain in the vacated term, the Board may determine that a special appointment is unnecessary.

**Elections:**

Nomination Forms are due April 10, 2024 (see below). Elections will be held at the 2024 Manitoba Horse Council **Annual General Meeting - Thursday, April 25<sup>th</sup>, 2024** via Zoom Video Conferencing.

**Positions up for Election 2021:**

- President
- Vice President Finance (Treasurer)
- Chair, Competitions
- Chair, Industry, Health and Education
- Chair Marketing
- Chair, Equestrian Facility\*
- Chair, Officials
- 3 Directors\*

\*Current incumbents are up for re-election

MHC encourages candidates to complete the online nomination form:

<https://mbhorsecouncil.wufoo.com/forms/s1qe3ge20aibt43/>

# Manitoba Horse Council 2024 Board of Directors

## NOMINATION FORM

**Deadline for Submission: April 10, 2024**

In accordance with the MHC bylaws, nominations from the floor will not be valid. Please submit this form with an attached resume to [mhc.exec@sportmanitoba](mailto:mhc.exec@sportmanitoba), or mail it to the MHC Office at the address noted below.

Manitoba Horse Council C/O Nominations Chair  
145 Pacific Avenue  
Winnipeg, Manitoba, R3B 2Z6  
Phone: 1.204.925.5719

<b>Name of Nominee</b>	
<b>MHC#</b>	
<b>Board Position of Interest</b>	
<b>Brief Description of Nominee's interest and fit for the Board and Position of Interest:</b>	
<Insert text here>	

<b>Nominator #1</b>	
<b>MHC#</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Nominator #2</b>	
<b>MHC#</b>	
<b>Date</b>	
<b>Signature</b>	



# 2023 Board of Directors Position Descriptions (under review in 2024)

Manitoba Horse Council (MHC) Board members are responsible for ensuring the success of MHC in delivering on its vision and mission and effectively serving the needs of the equine community. Board members actively participate in Board meetings and contribute to key Board decisions and actions throughout the year.

A Board member agrees to undertake the legal and moral responsibility to always perform their role as a Director in the best interests of the organization, and to do so free from any conflict of interest or prospect of personal gain.

## **Key Activities:**

- Participate in the update and oversight of the by-laws and policies of MHC
- As appointed, serve on standing and special committees of the Board
- Regularly attend Board meetings and participate as set out in the Bylaws
  - Prepare and submit committee reports
  - Review financial and operations reports submitted by the Executive Director
  - Review and vote on motions submitted to the Board for approval
- Provide input and support to special projects and events initiated by MHC
- Participate in the evaluation of the Board and continuity of leadership through the nomination and election process
- Act as an advocate for the concerns of individual members
- Ensure understanding of Sport Manitoba/MHC Board policies
- Provide input/information for Sport Manitoba's Integrated Financial Funding (IFF) report
- Assist with grant applications as required
- Identify potential sponsors for MHC

## **Qualifications:**

Directors must be active members, in good standing, of the MHC. Directors must be at least eighteen years of age and have their primary residence in Manitoba. Members are expected to attend ten monthly meetings (in-person or via Zoom), held on the third Monday of each month (September-June).

## **Term of Office:**

New Board members are elected to the Board via a nomination and election process held annually during MHC's Annual General Meeting (April). Unless otherwise indicated, the term in office of an elected Director shall be three years. The term of office shall commence following the AGM. The terms of office of the Board of Directors shall be staggered such that 1/3 becomes due annually.

In the event of the resignation of a Director prior to the end of their term, a Director shall be appointed and confirmed by vote of the Board. Appointed Directors shall remain in place for the duration of the term, thereby maintaining the number of terms that are renewed in each year. Should a quorum be maintained, and less than eight months remain in the vacated term, the Board may determine that a special appointment to be unnecessary.

## President

The Board President is responsible for leadership and oversight of MHC's Board of Directors as well as the Executive, Nominating and Awards Committees. The Board President also acts as an external representative of MHC.

### Board Leadership:

- Work with the Executive Director, Board, staff and community to further the organization's mission, vision and values
- Guide the Board on priorities and the Board's use of its resources (both time and money)
- Participate in the selection of Board members and develop future leadership
- Review and understand the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan
- Set high standards for Board conduct and intervene if conflicts of interest or concerns for confidentiality arise
- With Executive Director, set agenda for Board meetings
- Preside over Board and Committee meetings
- Hold signing authority (per MHC's Financial Policy)

### External Representation:

- Serve as the principal representative of the MHC to Equestrian Canada, Sport Manitoba and other organizations associated or doing business with the MHC
- Maintain and foster active channels of communication with Equestrian Canada
- Deal with confidential and/or litigious issues on behalf of the Board

### Committee Leadership:

- Executive Committee - Responsible for supervision and overall support for Executive Director: orientation/training, meetings, performance management, rewards/recognition, development, documentation
- Nominating Committee - Identify Board requirements and lead nomination process of new Board members. Conduct new Board member orientation.
- AGM Awards Committee - Create and distribute award nomination forms. Promote nominations. Review award applications and select recipients. Communicate with recipients. Prepare gifts for recipients.

## Vice-President

The Board Vice-President is responsible for assisting the Board President and fulfilling their duties when unavailable. The Vice-President serves as a member of the Executive Committee and oversees special committees/projects as determined by the Board of Directors.

- Assist the Board President in the administration of his/her duties
- Fulfill the duties of the President when that person is not available
- In the event that there is a vacancy in the position of President, the Vice-President shall take over the duties of the President for the remainder of their term
- Serve as a member of the Executive Committee
  - Responsible for supervision and overall support for Executive Director: orientation/ training, meetings, performance management, rewards/recognition, development, documentation
- Provide oversight on special committees/projects as determined by the Board of Directors

## Past President

The Past President is a non-voting member of the Board. The position allows for knowledge transfer and guidance as a new President assumes his/her/their role.

## Treasurer (Vice President, Finance)

The Treasurer is responsible for overseeing MHC's financial policies, reviewing monthly and year-end financial reports/statements and with the Executive Director, preparing and reviewing the annual budget, providing input into the annual audit. The Treasurer also holds signing authority.

- With the ED, develop and implement the organization's financial policies
- Review monthly financial reports/statements (profit/loss, balance sheet, YTD, audited statements, reconciliations) and draft commentary (Treasurer's Report) for Board, AGM and Council of Clubs meetings
- With the ED, prepare and review the annual budget
- Review year-end financials (e.g., annual tax return, financial statements, supporting documents)
- Ensure information is provided for the annual audit and as required, answer all questions that may arise
- Hold signing authority (per MHC Financial Policy)
- Update Chart of Accounts (with Business Manager)
- Serve as a member of the Executive Committee, dealing with confidential and/or litigious issues on behalf of the Board

**The MHC Board is currently reviewing the board structure and organization, moving to a governance model where the membership elect directors to the board and then the board elect its officers (President, Vice President Governance, Vice President Finance, Vice President Equestrian Centre). The board would determine whether the following committees are required.**

## Chair Marketing and Communications

The Chair, Marketing and Communications leads the development and implementation of MHC's Marketing Strategy, calendar, budget, and materials. Recommends plan and purchase of MHC promotional items. Provides e-newsletter, social media and website design support. Leads and/or participates on committees for special events (e.g., MDTC, Horse Week, awards).

- Recruit volunteers to serve as members of the Marketing and Communications Committee
- Collaborate with other Chairs and the Executive Director to develop MHC's marketing strategy, which identifies key marketing initiatives designed to achieve the objectives of the strategic plan
- Collaborate with other Chairs and the Executive Director to develop the annual marketing calendar, which may include communications (email marketing, social media, website management), advertising, media relations, community engagement, research and co-promotions with likeminded agencies, clubs and community groups
- Develop marketing budget and align to MHC budget
- Develop marketing materials and present to Board for approval
- Ensure MHC's marketing efforts align with the marketing strategy
- Provide input for annual MHC planning and grant applications, in particular as it relates to Marketing events/activities
- Support other Chairs and the MHC Executive Director in planning and promoting events (informational and fundraising)
- Recommend plan and purchase of MHC promotional items
- Provide e-Newsletter support (collecting/writing content, layout, mail-list upload) and social media support

- Support the Fundraising and Sponsorship Chair and the Executive Director in updating and maintaining MHC's Sponsorship program and materials
- Participate on the committee to coordinate the annual Multi-Disciplinary Team Challenge (MDTC) - Arrange canteen and tent. Contact and secure sponsors. Create and post prize list. Lead Communications. Arrange stalls. Coordinate logistics. Coordinate volunteers.
- Lead Horse Week planning - Plan events. Lead communications with members and public. Run event or contest targeted to general public.
- Participate on the AGM Awards Committee - Create and distribute award nomination forms. Promote nominations. Review award applications and select recipients. Communicate with recipients. Prepare gifts for recipients.

### Chair, Equestrian Facility

The Chair, Equestrian Facility with support from the Executive Director and Facility Committee oversees MHC's Equestrian Centre operations, determines rental rates, prepares budget, establishes a long-range plan for the facility and promotes its use. This position also seeks funding needed to improve the facility and fosters a positive relationship with the Provincial Park.

- With the Executive Director (ED), oversee the operation of the Equestrian Centre, ensuring that the operation is in accordance with the approved mandate of the MHC Board of Directors
- With the ED, determine annual rental rates for the Equestrian Centre
- With the ED, prepare budget for Equestrian Centre
- Recruit volunteers to serve as members of the Equestrian Centre Committee
- Promote the Equestrian Centre to the equine community and encourage its use by other groups
- Develop and implement a long-range plan for the Equestrian Centre (e.g., repairs, replacements, usage)
- Identify and seek out funds needed to sustain and improve the Equestrian Centre (e.g., fundraising initiatives, grants)
- Communicate and consult with Equestrian Centre Manager
- Foster a positive relationship with Provincial Park operations and businesses
- Lead Equestrian Centre annual debrief (successes, challenges, ideas for next year)

### Chair Recreation

The Chair, Recreation with support of the Recreation Committee, works to connect recreational riders and pleasure drivers to MHC, develops recreation strategies/programs/services to benefit these members. Provides input on recreation related grant opportunities. Promotes recreational equestrian activities.

- Recruit volunteers to serve as members of the Recreation Committee
- Develop and implement a communication strategy to connect with recreational riders and pleasure drivers and increase membership in MHC
- Plan and implement strategies/ programs/ services that benefit recreational riders/ pleasure drivers
- Provide input for annual MHC planning and grant applications, in particular as it relates to recreation development, activities and events
- Review and make recommendations on grant proposals, including the annual MHC Recreation Grant
- Maintain contact with Equestrian Canada on the promotion of recreational equestrian activities
- Connect with other Provincial and Territorial Sports Organizations (PTSOs) to identify ideas and opportunities for recreational riders
- Collect information on Manitoba trails and explore how to make this available to recreational riders and pleasure drivers in Manitoba

### Chair Industry, Health and Education (*formerly Breeds and Industry*)

The Chair, Industry, Health and Education oversees provincial standards for breed registries, identification and breeder incentive programs. This position also establishes connections between MHC and the horse industry and develops strategies/programs/services/education to better serve these groups. Liaises with government on industry issues. Applies for grants.

- Recruit volunteers to serve as members of the Industry, Health and Education Committee
- Identify priority areas of focus
- Take a proactive role within the industry in the development of provincial standards for breed registries, identification and breeder incentive programs
- Identify and establish connections between MHC and members of the horse industry (e.g., businesses, stables, breeders). Recommend ways for MHC to better serve these groups.
- Identify, develop and disseminate educational information (e.g., fact sheets, educational sessions) related to the horse industry and horse health
- Liaise with provincial government departments on horse industry issues
- Recommend standards for horse welfare
- Provide input for annual MHC planning and grant applications, in particular as it relates to industry, health and education
- Promote linkages and networks to assist industry, health and education activities

### Chair Coaching

The Chair, Coaching with support from the Coaching Committee, promotes certified coaching programs and offers courses and evaluations to develop certified coaches. Leads the provincial disciplinary committee as required (coaching infractions). Seeks funding and grants to support coaching programs. Assists in the rollout of the coach licensing program.

- Recruit volunteers to serve as members of the Coaching Committee
- Promote the Equestrian Canada certified coaching programs
- Remain current and ensure certified coaches follow the policies of the National Coaching Committee (EC)
- Plan and implement courses, mentoring programs, evaluations, exams and assessments as necessary to align with the Provincial and National policies
- Assess the success of the Coaching Program and recommend and/or implement improvements
- Ensure alignment between Coaching activities and MHC funding requirements (e.g., spending of grant money earmarked for clinics)
- In conjunction with Executive Committee, act as lead of provincial disciplinary committee (coaching related infractions)
- Participate in the Sport Manitoba funding process (IFF) and Award Programs (coaching grants)
- Liaise with Competitions Chair regarding upcoming Licensing and how it effects competitions
- Liaise with Athlete Development Chair to assist in promoting up and coming athletes/ Instructors/Coaches for grant funding etc.
- Assist Business Manager with requests from participants etc.

### Chair Officials

The Chair, Officials with support from a committee oversees MHC's Officials' Sanctioning Program. Organizes clinics, evaluations, and mentorship opportunities for Officials' development. Seeks funding and grants to support Officials' programs. Maintains list of approved Officials.

- Recruit volunteers to serve as members of the Officials Committee



- Oversee Manitoba Horse Council Officials' Sanctioning Program for all levels
- Organize clinics for upgrading/new Officials development
- Identify prerequisites of participants for clinics and evaluations
- Research possible sources of funding for the development of programs for officials
- Ensure that an updated list of officials is available annually for various horse shows that operate under their guidance
- Maintain and update the list of approved Officials both nationally and provincially, provide updates to MHC office and EC
- Offer and oversee provincial educational and mentorship opportunities (e.g., shadowing, clinics)
- Oversee and approve MHC Officials development and travel grants
- Assist with updating Heritage Circuit rule book

## Chair Competitions

The Chair, Competitions is responsible for tracking competitions and sanctioning and ensuring safety standards and education for show organizers. The Chair, Competitions also leads the rollout of the Heritage Circuit and with a committee, coordinates the annual Multi-Disciplinary Team Challenge.

- With the Executive Director, track the sanctioning of all competitions
- Coordinate (with the office) working clinics for show organizers (e.g., sanctioning, safety, concussion protocol)
- Promote safety standards for local shows
- Liaise with Coaching Chair regarding upcoming Licensing and how it effects competitions
- Maintain listing of local shows
- Prairie Crocus provincial series - Lead in the development, education and promotion of provincial competition series. Work with Manitoba Association of Agricultural Societies (MAAS) to promote the series and increase the number of provincially sanctioned shows.
- Multi-Disciplinary Team Challenge (MDTC) – Provide advice and support to the Office in the coordination of the annual Team Challenge.

## Director

- Serves as a member of the Board of Directors
- Serves on special committees struck by the board.
- Assist MHC with rolling out new programs/initiatives/information.
- Advocate for members and Clubs.
- Gather feedback (ideas, opportunities, concerns, issues)
- Be an MHC Ambassador
- Work on projects and committees.