



ESHS EQUESTRIAN CLUB CLUB RESPONSIBILITIES

The club will be responsible with keeping in contact with the sponsor (Jenna S. Nuth with Reigning Phoenix Equestrian) on a regular basis for updates on where the club is and what the club is hoping to plan for. The club will, upon forming, determine the offices appropriate for maintaining the club and hold a representative election for which members will hold those offices. The club will be responsible for drafting any founding charters, defining the club mission and vision statements, and organizing any and all meetings and fundraisers. The club will be responsible for representation at club fairs and promotion events in order to engage with the community and attract new members. The club will keep track of all active members participating and contributing to the club. The club and its members will stay on top of all academic standings required by ESHS and will encourage and help each other to hold the expectations of the school's academic vision and representation.

CLUB OFFICES (MAY BE AMENDED)

President

The president of the Elizabeth Seton Equestrian Club holds a position of responsibility in the ESHS Equestrian Club affairs. The president must be an enthusiast and an optimist on ESHS Equestrian Club matters and life in general, and must be dedicated and determined to plan and carry through an ambitious program of regular club ESHS Equestrian Club activities.

- Provides leadership and direction to the club organization
- Understands and adheres to the ESHS Club Operating Guidelines
- Presides at meetings of the club
- Establishes short- and long-range objectives and goals in conjunction with the club
- Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored
- Represent ESHS Equestrian Club and its alumni in the region
- Has overall financial responsibility for the club
- Approves all club communications
- Maintains regular contact with the sponsor on club activities
- Ensures the completion of the club annual report each year and submits it to the sponsor and ESHS

Vice President

The vice president of the Elizabeth Seton Equestrian Club plays a crucial role in the life of the club. Typically, the vice president will succeed the current president therefore must be fully engaged in all aspects of club activities.

- Presides at meetings in the absence of the president
- Coordinates programs with the president and the club
- Provides data on previous club events to allow the event chair to benefit from past experience and suggestions for improvement

- Provides timely and interesting advance information for newsletters, social media, and mailings
- Provides or coordinates information on forthcoming events to the secretary for inclusion in meeting notices or newsletters
- Ensures strong leadership succession by identifying and recruiting new club volunteers
- Provides mentorship to new officers

Secretary

- Handles the correspondence of the club and keeps records of it
- Maintains official records of meetings
- Informs officers of deadlines for reports, mailings, future commitments
- Coordinates mailing of notices/newsletters to area alumni
- Maintains a roster of officers and other club members with current email and telephone information
- Distributes this roster to club members
- Maintains complete and up-to-date copies of the club's bylaws and other organizational documents

Treasurer

- Oversees club finances, collects dues, and receives other monies, e.g. proceeds from tickets
- Follows best financial practices as determined by the club and ESHS club advisors
- Assists the president and other officers in preparing program budgets and financial controls
- Maintains and supervises club bank accounts
- Ensures that there is more than one signatory on all bank accounts
- Ensures that adequate budget and financial controls are maintained
- Pays all club bills on time.

Events Chair

- Collaborates with other members to create and execute exciting, interesting events for the club constituency
- Ensures the fiscal viability of all events
- Maintains a list of events throughout the year
- Works closely with club secretary, communications chair and webmaster to promote upcoming events
- Alerts ESHS of upcoming events with details so the event may be placed on the ESHS "What's Happening" central calendar;

Communications Chair

- Publicizes club activities through email, social media and the club website
- Works closely with the Secretary to maintain records of correspondence

Webmaster

- Finds ways to use technology to improve organization's operations (e.g., communications and outreach)
- Develops and maintains club website and social media sites
- Liaises with the communications chair and club secretary;