



## NOMINATION INSTRUCTIONS

- Nomination Forms **MUST** be fully filled out to be valid.
- Nominees should submit a short “pen portrait” of themselves (300 words maximum) with their nomination acceptance. The pen portraits will be provided to the members before the election. You may also provide a photograph if you would like.
- Completed Nomination Forms and Pen Portraits must be received by the IDHSNA Executive Secretary, **ON OR BEFORE October 1, 2020** to be included on the ballot. The address to send the Nomination Form is:  
Paula Schneider, Executive Secretary  
3551 8th Street NW  
Rochester, MN 55901  
Email: [IDHSNASecretary@gmail.com](mailto:IDHSNASecretary@gmail.com)
- Receipt of the form will be acknowledged by email within 24 hours of receipt.
- Incomplete Nomination Forms will not be counted.

Please make sure you have read the Bylaws and fully understand the commitment that serving this Board entails before nominating or accepting. Detailed Terms of Reference for each position are available in the Files area on the Groups.IO list - [IDHSNAinformation@groups.io](mailto:IDHSNAinformation@groups.io) and also following the nomination form in this document.

Thank you!



*Irish Draught Horse Society*  
of North America

**IDHS(NA) NOMINATION FORM  
Board of Directors Election**

We, \_\_\_\_\_ IDHS (NA) Member No. \_\_\_\_\_,  
*(please print names)*

\_\_\_\_\_, IDHS (NA) Member No. \_\_\_\_\_,

\_\_\_\_\_, IDHS (NA) Member No. \_\_\_\_\_,

\_\_\_\_\_, IDHS (NA) Member No. \_\_\_\_\_,

\_\_\_\_\_, IDHS (NA) Member No. \_\_\_\_\_, members in good

standing of the IDHS (NA), hereby nominate \_\_\_\_\_ for the position  
of: \_\_\_\_\_  
*(name of nominee)*

*(check only ONE please. All offices are for a two year term)*

- President
- Treasurer
- Director At Large

on the Board of Directors of the Irish Draught Horse Society of North America for the 2019-2020 term.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ .  
*(Nominating Members)*

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ .

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ .

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ .

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ .

**ACCEPTANCE OF NOMINATION**

I, \_\_\_\_\_, IDHS (NA) Member No. \_\_\_\_\_,  
*(name of nominee)* *(if known)*

a member in good standing of the IDHS (NA), am willing to stand for election for the position checked above on the Board of Directors of the Irish Draught Horse Society of North America.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ .  
Nominee

## **IDHSNA PRESIDENT TERMS OF REFERENCE**

### **OVERVIEW**

The President is an officer of the Irish Draught Horse Society of North America (IDHSNA, the Society). The President is responsible for performing the duties of the office set forth in the bylaws for this position.

Position:

### **President**

#### **Goals /Purpose**

1. The President shall perform the duties of the office, consistent with the bylaws and as prescribed therein.
2. The President has the authority to the extent of and consistent with the bylaws and by that prescribed by the Board of Directors or by direction of an officer authorized by the board of Directors.
3. The President shall preside over meetings of the Board of Directors
4. The President shall coordinate the ongoing business of the Society
5. The President shall monitor the performance of Officers and Directors in their duties
6. The President shall have the duties and powers normally afforded to the office of President in addition to those particularly specified in these bylaws
7. The President shall represent the Society in various capacities, attend meetings and functions, execute contracts and documents, and serve on committees as may be required and authorized by the Board of Directors.

#### **Deliverables**

1. Prepare and post Meeting Agenda
2. Prepare and present reports as may be required and requested by the Board of Directors

#### **Scope/Jurisdiction**

The President is an officer on the Board of Directors of the IDHSNA and as such holds one vote on any matter brought before the Board of Directors, in duly held authorized meetings as set forth in the bylaws, that does not represent a conflict of interest for voting purposes. The President has the authority normally afforded the office of President and to the limit set forth in the bylaws of the IDHSNA. The President has the authority to correspond with other entities as authorized by the Board of Directors on all matters.

#### **Bylaws Requirement**

The President shall keep and maintain records of the office with official copies sent to the Secretary for document retention. The President shall immediately, upon receipt of any

official correspondence, forward same to the Secretary for distribution and in the absence thereof, distribute and inform the Board of Directors of such .

**Direction from the Board of Directors:**

1. Execute documents and contracts as authorized by the Board of Directors
2. Execute the leader pin in Board of Director meetings for the purpose of recording, if needed
3. Attend and represent the IDHSNA in meetings and functions as authorized by the Board of Directors
4. Communicate with other organizations in matters of business as authorized by the Board of Directors

**Resources and Budget:**

The President does not require a dedicated budget. The president will submit receipts for reimbursement of authorized expenditures in the course of his/her duties.

**Governance/Chain of Command:**

The President has one vote. The President shall not act for the Board of Directors without approval of the Board of Directors in any matter that would normally require authorization of the Board. The President shall act as a point of contact for any other organizations or societies as a matter of convenience or as authorized by the Board of Directors. The Vice president shall act for the president in the absence of the president.

**Relationships and communication:**

1. Communications are by email, written correspondence delivered by U.S. Postal Service or other means, yahoo lists, and telephone
2. Official records are kept by the Secretary; copies of correspondence of the office of President are kept by President for his/her reference.

**Timeline and Schedule:**

1. The Agenda should be posted 1 week in advance of announced or regular meetings
2. All correspondence received on behalf of the IDHSNA by the President shall be forwarded to the Secretary and posted in the Board Files within 24 hours of receipt, notwithstanding weekends and holidays.

## **Director at Large Job Description/Terms of Reference**

**Name: Director at Large**

**Members: 3 elected from membership in good standing**

**Goals:**

1. Responsible to full membership for society policy, finance, committees, organization, adherence to mission and objectives, in short, as a voting member of the board of directors
2. Directly responsible to membership only when Regional Chair is unavailable or unresponsive. May also assist at Regional Chair's request for assistance with issues/questions/concerns from the general membership (as an interim step before complete board involvement, for example.)

**Deliverables:**

- Be educated as well as educational about breed standard and other unique qualities of the Irish Draught and Irish Draught Sport Horse
- Approve and make recommendations for policy specifically to support the mission and stated objectives of the IDHSNA
- Participate in development of strategic plans
- Review budget and other reports
- Ensure accuracy of minutes and records
- Serve as advocate for the Irish Draught and Irish Draught Sport Horse
- Participate in new members recruiting and membership retention activities.
- Serious time commitment
- Availability for committees as liaison and/or member
- Increase the visibility of and appreciation for the Irish Draught and Irish Draught Sport Horse

**Scope / Jurisdiction:**

Elected from membership for a 2 year term. May be re-elected without limit. May be removed by board for cause.

**Guidance from the Board:**

Respect for opinions and decisions of fellow board members

**Resources and Budget:**

No separate budget or resources.

**Governance:**

As dictated by By Laws, North Carolina law, Rogers Rules of Order, and best practices.

**Additional Notes:**

- Responsible to other board members
  1. via monthly conference call (and as needed conference calls)
  2. daily emails
  3. posted polling on Yahoo Board list

- Expected to actively participate in discussions and offer views, alternatives and ideas for issues and strategies presented.
- Required to prepare for board meetings by reviewing documents and discussions available on Yahoo Files area.
- Report back to the membership as needed.