# **Committee Chairperson**

#### Job Description

The Committee Chairperson is elected by and from their Committee for a one-year term and shall lead 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.
- Plan, organize, and preside over periodic meetings of their Committee.
- Maintain 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.
- Communicate back to the BOD at the annual meeting and to the EC as requested with their respective Committee business.
- Direct and/or assist in special assignments or requests from the EC.
- Recommend 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.
- Prior experience as a member of the committee for which they become Chairperson.
- 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 Committee Vice-Chairperson of the Committee for which they become Chairperson.
- Experience or special skill set relevant to the needs of the Association and the Committee at the time of nomination.

