

Article III

Board of Directors

The following positions on the Board of Directors (BOD) are elected by the general membership and serve at the discretion of the general membership for a term of not less than 2 years:

- President
- Vice-President
- Secretary
- Treasurer and Membership
- Junior/Young Rider Representative

General Responsibilities of the Board of Directors

It is the duty of the BOD to conduct all business between meetings of the membership. The BOD will expend those funds considered necessary to carry on the activities of CFD.

The President may call special meetings of the BOD when judged necessary. A simple majority will constitute a quorum of the BOD. A simple majority of the BOD may call for a meeting provided all Board members have been informed.

At the expiration of the term of office, or in the case of resignation, each officer will transfer all records pertaining to that office to the succeeding officer within two weeks.

Specific Responsibilities of Each Officer

President.

The President will have the following duties:

- a) Prepare an agenda and preside over all meetings of CFD and BOD;
- b) Serve as an ex-officio member of all committees;
- c) Act as representation of CFD;
- d) Validate CFD award year-end scores.

Vice-President.

The Vice-President will have the following duties:

- a) Assume the responsibilities of the Presidency in the absence of the President;
- b) Perform those duties assigned by the President.

Secretary.

The Secretary will have the following duties:

- a) Attend to all correspondence and read aloud communications at meetings of the BOD or optionally, at General Meetings;
- b) Take minutes at each CFD meeting and distribute. The minutes of the BOD meetings will be read at the next General Meeting;
- c) Notify all members of meeting dates and locations, and attend to other matters pertaining to meeting procedures as directed by the President;

- d) Obtain help from the members for any individual or continuing job necessary in the administration of the business of CFD.

Treasurer and Membership Secretary

The Treasurer and Membership Secretary will have the following duties:

- a) Handle all funds received and paid out;
- b) Deposit funds in a bank approved by the BOD;
- c) Issue receipts for monies paid into CFD;
- d) Maintain a complete record of all business transactions and be prepared to report the financial status of CFD at all times.
- e) Participate in an annual review of financial records with another Board members as specified by the President;
- f) Keep records of all CFD general membership information;
- g) Process new member applications promptly.

Junior/Young Rider Representative

The Junior/Young Rider Representative will have the following duties:

- a) Present the view of Junior/Young Riders at meetings of the BOD;
- b) Develop activities within CFD to promote the Junior/Young Rider Program;
- c) Maintain communication between Junior/Young Riders.

Appointed Officers

The following positions on the Board of Directors are appointed by the President, as heads of standing committees, with the advice and consent of the elected members of the BOD. They serve at the discretion of the elected BOD.

The Photographer/Historian will attend CFD events, photograph and document the event.

The Web Custodian will add to the Website as directed by BOD and maintain the data.

The Newsletter Editor will be responsible for publishing and creating the electronic ‘E-News’ and oversees staff coordination, comprising of an Assistant Editor, Press manager, Calendar Coordinator, member Achievement Coordinator.

The Sponsor Liaison will be responsible for chairing the committee to acquire sponsors for CFD. The sponsors may donate services, monies or items to benefit CFD. CFD will determine how best to utilize the donations.

The Annual Banquet Chairman will receive submitted year-end scores and will make arrangements for the year-end Awards Banquet.

The Show Manager will be responsible for organizing all CFD Sponsored League Competitions and Ride-A-Tests. A mutual agreement between the CFD Board and the Show Manager concerning the profits generated from the USDF League Competitions is stated that if a profit is earned the Show Manager will receive half the profits for duties performed