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**Nomination for NZFHS Inc.**

**Board Representative**

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| --- | --- |
| First name:  | Surname: |
| Postal address: |
| Phone number: Mobile: |
| Preferred email address: |

I (name of member) ……………………………………………………………………………………. am a current full financial member of the NZFHS Inc., and hereby nominate for a position on the board.

I accept the right and responsibilities of the board member and will not create a conflict of interest by becoming a board member of the NZFHS and agree to abide by the Society’s code of conduct.

**I have attached a brief introduction to myself for the membership to view**.

**Signature of member:…………………………………………………………………………………Date:……………………………………….**

**This nomination is seconded by:**

**Name of member who**

**Seconds:…………………………………………………………………………………………………………………..**

*(Who is a full financial member of the NZFHS INC.?)*

**Signature of member who**

**seconds:…………………………………………………………Date:…………………………………………..**

***Note: To be able to nominate and vote at the AGM/GM, you must be a full financial member for 2022***

 **Please return to the Secretary by 5pm on the 2nd of May 2022
 Email: secretary@nzfhs.co.nz**

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9.0 Roles of Board Members

9.1 The **Chair/President** is responsible for:

Overall running of the NZFHS

• Chairing board meetings

• Casting vote

• Contact for external parties

• Leadership and direction

• Mentoring new board members

• General enquiries

• Memberships

• Keurings

• Rules

• Breeding Permits (on behalf of member)

• Information

• WFHO meetings/Foreign societies meeting

• Keep in contact with representatives on member council

• Brief other board members as well as members of changes that affect NZ breeders

• Stallion breeding permits

• Act on behalf of members for enquiries to KFPS

Maintain Membership database

• Produce membership lists for KFPS membership and Phryso subscription

• Produce membership list for board and newsletter

• Maintain membership database (changes in membership details)

• Produce “news from the board” for newsletter

Investigate/Propose ways to improve effectiveness of board and NZFHS towards its members Maintain constitution and rules/regulations 9.2 The Secretary is responsible for:

9.2 **Secretary**

• Coordinate Board meetings – Agenda, minutes, convening, actions

• AGM, GM – preparation including

• Announcing date and location, venues, caters, transport.

• Calling for nominations, for board positions

• Sending out motions, nominees’ profiles, voting forms, proxy forms etc

• Secretary report

• Agenda for meetings

• General member and non-member inquiries

• Membership concerns

• Forward specific items received by E-mail or S-mail to other board members Matters - KFPS and general NZFHS member issues that affect

NZFHS (to president and other board members)

• Breeding matters to registrar

• News items and promotional items to promotions officer

• Keuring coordination, collect all entry forms for catalogue for KFPS Inspectors

• Process all entries and clarify with entrants if required via Ag/Royal shows

• Liaise with local coordinators & state representatives for clinics, shows, Keurings.

• Assist President and Treasurer with their duties

• Co-ordinate the entrants and volunteers for Equitana/Equidays and displays.

• Set up and look after the stand, sell merchandise and promote the breed.

• Seek sponsorship for the society.

9.3 The **Treasurer** is responsible for:

• Invoicing

• Payments for re-imbursements to board & members

• Return of deposit for registration papers on advice from registrar

• Advising registrar if payments have been made

• Liaise with bank

• Deposit cheques

• Reconciles payments and deposits with bank statement

• Recording of income and expenses in NZFHS books/software

• Provide end-of-year financial statement for AGM

• Organise auditing of books via accountant

• Report of financial status to board meetings

• Memberships –Process Renewals, new memberships throughout the year . Issue receipts and membership cards

9.4 The **Registrar** is responsible for:

All task related to the registration of Friesian Horses in New Zealand

• Registration of newly imported horse

• Distributing Breeding Certificates to stallion owners with permits (received from

KFPS)

• Forwarding breeding certificates to the KFPS (received from stallion owners)

• Forwarding birth notifications forms (received from KFPS) to mare owners

• Forwarding completed birth notifications (received from mare owners) to the KFPS.

• Forwarding microchip/DNA to the KFPS for issue of registration paper (when received from foal owners

• Forwarding registration papers (received from the KFPS) to owner of newly registered

• Record all of the above in the NZFHS database

• Provide breeding info to secretary/newsletter editor/president for distribution to

members

• Provide specific info/advice to member(s) in relation to breeding in New Zealand.

• Provide information to secretary and/or Keuring coordinator for publication of Keuring program (in the year of a Keuring)

• Track/Troubleshoot paperwork and request action if required

• Provide report at the AGM

• Delegate NZ registrations for mailing etc. to VP

• Provide details on registrations etc. to be invoiced to treasurer

9.5 The Webmaster / promotion officer is responsible for:

• Support local shows/competitions with ribbons/sponsorship requests

• Advertising in magazines/web/catalogues, encourage members to submit articles

• Organise ribbons and advertising for Keuring

• Liaise with Magazine editor and members for newsletter publications

• Webmaster Maintaining Website.

• Add new contents, Archive old items, source sponsorships, fundraising

• Source relative articles for members from KFPS, vets, trainers, health issues

• Keep content items up-to-date, such as breeders & breeding permit stallion owners

9.6 The **vice President** is responsible for:

Vice President (usually combined with other role)

• Back up for President

• Can be delegated tasks too.