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**Nomination for NZFHS Inc.**

**Board Representative**

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| --- | --- |
| First name:  | Surname: |
| Postal address: |
| Phone number: Mobile: |
| Preferred e-mail 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 2024***

**Please return to the Secretary by 5pm on Monday 29th April 2024
at** **secretary@nzfhs.co.nz**

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

* Overall running of the NZFHS
* Chairing board meetings
* Casting vote
* Contact for external parties
* Leadership and direction
* Memberships
* Breeding Permits (on behalf of member)
* Stallion breeding permits
* WFHO meetings/Foreign societies meeting
* Keeping in contact with representatives on member council
* Briefing other board members as well as members of changes that affect NZ breeders
* Acting on behalf of members for enquiries to KFPS
* Investigating/Proposing ways to improve effectiveness of board and NZFHS towards its members
* Working with the Vice President on mentoring new Board Members
* Working with the Vice President on Keuring organisation and coordination
* Upholding the NZFHS Inc. Constitution

The **Vice President** is responsible for:

* Assisting the President
* Chairing meetings in the absence of the President
* Working with the President on mentoring new Board Members
* Working with the President on Keuring organisation and coordination
* Working together with the Treasurer on seeking sponsorship for the Society
* Working with the Treasurer on organising fundraising initiatives for the Society
* Acting as a liaison between the Board, North Island Rep and South Island Rep

The **Secretary** is responsible for:

* Coordinating 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 enquiries
* Membership concerns
* Forwarding 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, collecting all entry forms for catalogue for KFPS Inspectors
* Processing all entries and clarify with entrants if required via Ag/Royal shows
* Liaising with local coordinators & state representatives for clinics, shows, Keurings
* Co-ordinating the entrants and volunteers for Equifest and displays.
* Setting up and look after the Equifest stand, selling merchandise and promoting the breed.
* Seeking sponsorship for the society.
* General enquiries and information
* Producing ‘news from the Board’ for the newsletter
* Assisting President and Treasurer with their duties

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
* Liaising with bank
* Depositing cheques
* Reconciling payments and deposits with bank statement
* Recording of income and expenses in NZFHS books/software
* Providing end-of-year financial statement for AGM
* Organising the auditing of books via accountant
* Reporting of financial status to board meetings
* Memberships
	+ Processing renewals and new memberships throughout the year
	+ Issuing receipts and membership cards
	+ Maintaining Membership database
	+ Producing membership lists for KFPS membership and Phryso subscription
	+ Producing membership list for board and newsletter
	+ Updating membership details as required
* Working together with the Vice President on seeking sponsorship for the Society
* Working with the Vice President on organising fundraising initiatives for the Society

The **Registrar** is responsible for:

* All tasks 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
	+ Recording all of the above in the NZFHS database
* Providing breeding info to secretary/newsletter editor/president for distribution to members
* Providing specific info/advice to member(s) in relation to breeding in New Zealand
* Providing information to secretary and/or Keuring coordinator for publication of Keuring program (in the year of a Keuring)
* Tracking/Troubleshooting paperwork and requesting action if required
* Providing report at the AGM
* Delegating NZ registrations for mailing etc. to VP
* Providing details on registrations etc. to be invoiced to Treasurer