



**Nomination for NZFHS Inc.  
Board Representative**

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 2026**

**Please return to the Secretary by 5pm on Monday 27<sup>th</sup> April 2026**

at [secretary@nzfhs.co.nz](mailto:secretary@nzfhs.co.nz)



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, caterers, 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-imburements 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