

## USMMA Board of Directors Responsibilities

**President:** The President will be the main representative of the USMMA and its primary spokesperson. All contacts and questions should first be addressed to the President who in turn may consult with the appropriate Director. The President is responsible for holding an annual meeting of the membership. The President will be the presiding officer at the Board of Directors meetings, running meetings according to Roberts Rules of Orders and will be responsible for setting meetings and meeting agendas. The President will have overall responsibility to oversee and to review the work of all Directors in achieving the goals of the USMMA. The President will sign all official documents of the USMMA. The President along with the Treasurer will have authority to sign checks. The President along with the Treasurer will develop and present an annual USMMA budget for review by the Board of Directors. The President working with the Secretary will make certain the USMMA Trademarks which have been acquired are kept current with the United States Patent and Trademark Office and work with the President of the ABCCMM to keep its trademark the Horseshoe M Brand current. The President will be the principle liaison with the ABCCMM in Brazil and other international Mangalarga Marchador organizations. The USMMA is now an official NUCELO of the ABCCMM. It is required that the President of the USMMA be a current full member of the ABCCMM so they can be the primary contact of the ABCCMM's nucleus project.

**Vice President:** The Vice President will succeed the President in the event the President is unable to complete their full term of office for any reason. They will preside over meetings in the absence of the President. The Vice President will preside over a given area of responsibility which the Board of Directors will propose. The Vice

President will also be the coordinator of and liaison with the Regional Directors as required.

**Treasurer:** The Treasurer is the officer entrusted with the custody of the organization's funds which are spent only by authority of the USMMA Board of Directors or as the bylaws provide. This includes keeping careful records of all receipts. It is the Treasurer's responsibility to maintain the USMMA bank account, to bill and collect dues from members. The Treasurers annual duties include preparing the Treasurer's Reports for meetings, working with the President on the Annual budget and preparing the Annual Report for the State of Arizona, and the IRS. The Treasurer is also in charge of the annual membership drive and handles the insurance for the association. The Treasurer along with the President will have authority to sign checks and such official documents of the USMMA as the President may direct. The Treasurer should be proficient in use of computers.

**Secretary:** The Secretary arranges notifications and logistics for board meetings, reads and takes minutes of the board meetings, and assists with voting for elections. The Secretary puts out the agenda for the board meetings based on the input of the President and board members. The Secretary serves as custodian of all USMMA official records. The Secretary keeps official records of the USMMA current and works with the web master to keep records up to date. (Such records may include minutes, the by-laws, operating rules, breed standards, membership roll names and addresses and e mails.) The Secretary may make the organizations records available to members in accordance with the Association rules. The Secretary should be responsible for publishing an annual calendar of events. The Secretary shall work closely and consult with the President on all documents. It is required that the secretary be proficient in use of computers.

