

Harmony Riders Association, Inc.
PO Box 527
104 Shetler Road
Parish, New York 13131

Duties of the Officers Policy

Revised 1/17/20

All elected officers should have a working knowledge of the club By Laws and policies within. They should know the expectations of the position and be able to fulfill this commitment.

President:

- Follow attendance requirements per the By Laws.
- Attend club functions and special events as often as possible.
- Presides over all scheduled and special membership meetings.
- He/She is a contact for resolving problems or situations that may arise. If unable to resolve, he/she will refer to the Board of Directors.
- The President is the nucleus of the organization and knowledgeable of all functions of the club. He/she is a reference to members, officers, and committees.
- The President is automatically a member on all committees.
- The President may not be the Chair of any committee.
- The president can form committees and appoint club members to fill various non-elected positions; i.e. Horseshow Committee, Nominating Committee, Bylaw Committee, etc.
- The president has the power to make emergency decisions on behalf of the club. The President has the authorization by the club to allocate up to \$100 for expenditures on behalf of the club or for club matters.
- President agrees to, by his/her signature, the approval of the minutes of both the regular club meetings and the Board of Directors meetings.
- Authority to sign checks with the Treasurer for the club.
- Name appears with the Treasurer on all bank accounts.
- Holds one club debit card and is responsible for usage as allowed per this policy.

Vice President:

- Assumes presidential duties in the event of prolonged absence of the President.
- Follow attendance requirements per the Bylaws.
- The Vice President may Chair any committee but will forfeit such Chair if needed to assume prolonged duties of the President.
- Agrees to, in the absence of the President, by his/her signature, the approval of the minutes of both regular club and Board of Director meetings.
- Presides over meetings in the absence of the President.
- Attends club functions and special events as often as possible.
- If needed, becomes Sergeant of Arms at meetings.
- Accepts club receipts/bills for Building and Grounds expenditures. Tracks expenditures on the financial accounting form and turns form in to Secretary at monthly meetings

Recording Secretary:

- Follow attendance requirements per the Bylaws.
- The Recording Secretary shall record the minutes of all monthly club and Board of Directors meetings.
- Prior meeting minutes shall be read for approval at the next meeting. Four (4) copies of minutes will be provided by the Secretary. Any changes to the minutes as read will be handwritten on all copies and initialed by the Secretary. They will be stamped as approved and signed by the President and Secretary.
- Distribution of the minutes will be one (1) each to; Secretary, President, Chairman of the Board, and History Committee.
- Notify Board members of meetings.
- The Recording Secretary is responsible to keep accurate membership records in cooperation with the Treasurer to include date joined.
- The Recording Secretary is responsible to maintain and mail written correspondence not handled by the Corresponding Secretary.
- Receive and hold committee reports.
- Turn over one (1) copy of each financial accounting form to the Treasurer.
- The Recording Secretary may not be the Chair of any committee.

Treasurer:

- Follow attendance requirements per the Bylaws.
- Responsible for maintaining accurate financial records for the club.
- Name appears with the President on all bank accounts.
- Have thorough knowledge of basic bookkeeping skills to maintain general journal and supplemental ledgers. Have or gain knowledge of sales tax reporting, tax forms and due dates.
- Attends all club events to cash up at day-end or appoint committee chairperson to do the same. Treasurer will deposit monies collected immediately following an event end, or designate committee chairperson to do the same.
- Distinguish deposits according to corresponding committee.
- Receive money from all committees and provide receipts for it.
- Receive new membership applications and fees and turn records over to the Recording Secretary when reconciled. Receive/record annual membership dues and work in cooperation with the Recording Secretary to maintain accurate membership records to include date joined.
- Meet a minimum of four (4) times per year with the Finance Committee for audit purpose.
- Supply accountant with financial information as needed for tax purposes.
- Analyze/reconcile all bank statements.
- Make certain excess funds are invested in the best possible way as directed by the club.
- Order checks and banking supplies as needed.
- Give Treasurer's report at monthly meetings and provide a copy to the President, and Recording Secretary.
- Pay all bills as directed by the club.
- All bills approved as budgeted will be paid immediately upon receipt.
- Holds one club debit card and is responsible for usage as allowed per this policy.
- The Treasurer may not be the Chair of any committee.

Corresponding Secretary:

- Newsletter sent out to club members as necessary. Minimum required newsletters; November (to include annual voting information, location for winter meetings, etc.).
- Responsible for “Sunshine” correspondence: i.e. health and welfare of club members.
- Reports activity to club monthly. Submits written report and financial accounting form to the secretary.
- Maintains a petty cash fund of \$100.00 for supplies, stamps, get well cards, etc. Receipts are turned in to the Treasurer to replenish the fund.

Assistant Treasurer:

- This position is a backup to the treasurer position as needed in the event the Treasurer is out of town or unavailable when banking is needed for special events or other time sensitive activity.
- Works with the Treasurer to learn the bookkeeping of the club.
- Makes deposits and withdrawals as needed under the direction of the Treasurer.
- Name will be on the Harmony accounts but will not be issued a debit card.