

About The Board of Directors

Because every board has the fundamental responsibility of self management for creating the structure, policies, and procedures that support good governance Horses Help Board of Directors is no different. The term "board organization" encompasses a variety of tasks, from routine matters such as preparing a schedule of board meetings to actions with broader consequences such as developing a policy about terms of service.

Horses Help, a charitable nonprofit, is a PUBLIC TRUST organized to serve the philanthropic intent of a community.

Legal Responsibilities of Members of Horses Help Board of Directors

The Duty of Care describes the level of competence that is expected of a board member for Horses Help, and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a Horses Help board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of Horses Help.

The Duty of Loyalty is a standard of faithfulness; a Horses Help board member must give undivided allegiance when making decisions affecting the organization. This means that a Horses Help board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization as well as sign the Board of Directors Ethics Code.

The Duty of Obedience requires Horses Help board members to be faithful to the Horses Help mission. They are not permitted to act in a way that is inconsistent with the central goals of Horses Help. A basis for this rule lies in the public's trust that the charitable organization (Horses Help) will manage donated funds to fulfill the organization's (Horses Help) mission.

Basic Responsibilities of Horses Help Board Members

1. Determine Horses Help mission and purpose. It is the Horses Help board members' responsibility to create and review a statement of mission and purpose that articulates Horses Help goals, means, and primary constituents served.
2. Select the Executive Director. Horses Help Board must reach consensus on the Chief Executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Provide proper financial oversight. Horses Help Board must assist in developing the program's annual budget and ensure that proper financial controls are in place.
4. Ensure adequate resources. One of the Horses Help Board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission.
5. Ensure legal and ethical integrity and maintain accountability. The Horses Help Board is ultimately responsible for ensuring adherence to the standards of North American Riding for the Handicapped Association (NARHA), legal standards and ethical norms.
6. Ensure effective organizational planning. Horses Help Board must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
7. Recruit and orient new board members and assess board performance. The members of the Board of Horses Help have a responsibility to articulate prerequisites for candidates for the Board, orient new members, and periodically and comprehensively evaluate its own performance.
8. Enhance the public standing Horses Help. Board members should clearly articulate the mission, accomplishments, and goals of Horses Help to the public and garner support from the community.
9. Determine, monitor, and strengthen the programs and services of Horses Help. The board's responsibility is to determine which programs are consistent with the organization's mission and to monitor their effectiveness.

10. Support the Executive Director and assess his or her performance. The board should ensure that the Chief Executive has the moral and professional support he or she needs to further the goals of the organization.

Individual Board Member Responsibilities

- Attend seventy-five percent of Horses Help Board, committee meetings and functions, such as special events.
- Be informed about the mission, services, policies, and programs of Horses Help.
- Review agenda and supporting materials prior to board and committee meetings of Horses Help.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about Horses Help.
- Suggest possible nominees to the Horses Help board who can make significant contributions to the work of the board and Horses Help Board.
- Keep up-to-date on developments in therapeutic riding and related activities.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the Horses Help Board in carrying out its fiduciary responsibilities, such as reviewing Horses Help financial statements.

Position Content: As per the By-Laws of Horses Help, a non profit organization, the Board as a whole shall exercise the powers of the corporation, conduct the business affairs and control its property. The Board and Board members are involved with the day to day operations of Horses Help as they pertain to policy setting and fundraising, the two main functions of the Board. Individual Board members will serve on committees and sub-committees and support the activities of one or more committees.

Time commitment: Horses Help Board members are expected to attend board meetings which will be held quarterly. These meetings may take up to two hours. In addition, committee work is required which, depending on the committee, may add from ten to thirty hours annually. Also, members may be removed from the Horses Help Board if they are unexcused from missing three consecutive meetings, per Corporation By-Laws.

Terms of office: Each Horses Help Board member will be elected to serve a two year term with the possibility of re-election for a second and/or third term. Following the fulfillment of three two year terms, members may be re-elected after one year off the Board of Directors.

Financial Commitment: Each board member is asked to lend financial support at a level of \$200.00 per year. While there is no pressure to do so, a member of the Board of Directors may annually contribute additional funds or in-kind at his/her own discretion. Board members are also asked to support Horses Help fund-raising events each year by attending, selling tickets, obtaining sponsors, and/or obtaining donated items.

Duties:

- Establish major administrative policies governing the affairs of the corporation and devise measures for the corporation's growth and development.
- Select a place for deposit of funds and provide for and authorize investments
- Make provisions for hiring staff under such terms and conditions deemed appropriate
- Fund raise through fund raisers, grants, etc. for the operation of the corporation
- Oversee the general affairs of the corporation
- Serve out the term of office as indicated in the Horses Help Board By-Laws
- Perform duties of voting per Horses Help By-laws
- Attendance at Board meetings, or as indicated in the Horses Help By-Laws

Legal and Fiduciary:

- The board is responsible for ensuring that Horses Help legal requirements are met and that it is operating in accordance with its mission and for the purpose for which it was granted tax-exemption.
- Individual board members must exercise the duty of care, meaning they must attend meetings, be prepared to make informed decisions by reading information provided and requesting additional information if necessary, and carry out their duties in a responsible manner.
- As safeguards of the public trust, board members are responsible for protecting the organization's assets and spending oversights.

Oversight:

- The board is responsible for ensuring that Horses Help is well run.
- The board moderates the power of management, and has the power to hire and remove the Executive Director with regards to contractual agreements.

Fund-raising:

- As part of their fiduciary responsibility, board members are actively involved in making sure Horses Help has the money it needs including serving as an advocate with a Foundation, Corporation, or Government entity; organizing a fund raising event or hosting a benefit; or face-to-face solicitation of other individuals or making a personal contribution.

Representation of constituencies and viewpoints:

- Horses Help Board members are chosen so that they can bring to the board the experience or perspective of a particular group or segment of Horses Help organization's constituency.
- Horses Help Board is not inherently a democratic institution, but does provide an opportunity for the groups and communities that Horses Help, a nonprofit, serves to have a voice in its governance.
- Representing a constituency or viewpoint takes a back seat when voting; all Horses Help Board members are expected to vote with the best interest of Horses Help in mind.