



## Irish Draught Horse Society of Canada

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## Irish Draught Horse Society of Canada

### Governance Overview

The Irish Draught Horse Society of Canada (the Society) is an administrative governing board. This board is responsible for managing the organization, and ensuring the implementation of the policies related to management of the Canadian studbook for Irish Draught and Irish Draught Sport horses through the Registration Office.

The Society comprises of a maximum of 7 Board of Directors (the Board). This is a volunteer Board with representatives interested in supporting the objectives:

- To preserve and promote the Irish Draught Horse, a rare breed originating in Ireland.
- To identify, register and keep records, including DNA, on Irish Draught (ID) and Irish Draught Sport Horse (IDSH) horses in Canada.
- To encourage the breeding of horses with Irish Draught blood, and particularly the purebred Irish Draught horse.
- To educate Canadians and promote the understanding of the preservation of the rare breed Irish Draught Horse.

### Board of Directors

The Board's Directors consists of 3-7 representatives. The Directors provide input, guidance, feedback, and voting on the policies and administration priorities of the Society. All Board members are Directors at Large until the board appoints Directors Board Executive positions.

Executive positions include:

- Chairperson/President – runs the board meeting.
- Vice-chairperson/president – acts in the absence of the Chairperson.
- Secretary – administers the documents required for the board meetings including correspondence, minutes, action items, and reports.
- Treasurer – reports on the finances of the Society provided by the Financial Officer.
- Registration Officer – non-voting – is the head of and represents the Registration Office on the Board. The role of the Registration Officer is to provide updates, guidance and feedback to the Board of Directors regarding day-to-day operations of the Society's registry.

It is important to note no board member has more authority over another regardless of position. Board decisions can only be changed through a motion and vote – no individual has veto power. Decision through consensus is ideal however the majority vote determines the formal decision.



## Irish Draught Horse Society of Canada

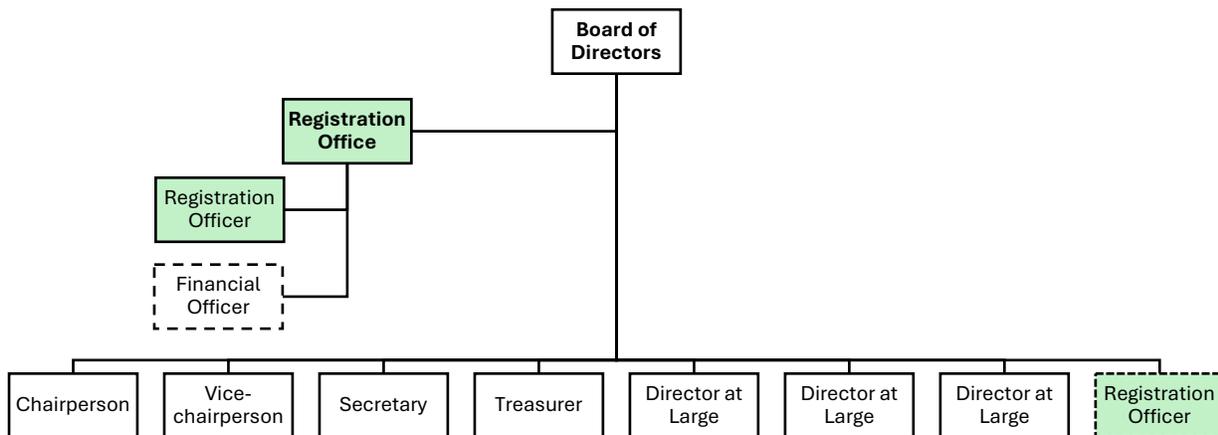
### Registration Office

The Registration Office consists of volunteers, and/or contracted individuals hired for specific projects with clear budget allocations and timelines. There are no employed staff in the Registration Office.

The Registration Officer is responsible for the day-to-day operations of the organization and ensures the Registry's policies are implemented.

Financial Officer – Oversees the financial reporting for the organization. This position may be held by an individual with an accounting background or may be a paid contract position for auditing purposes. This role provides the Board treasurer with regular reports- specifically the annual report submitted to Corporations Canada and the Annual General Meeting.

### Irish Draught Horse Society of Canada Organization Chart





## Irish Draught Horse Society of Canada

### Board of Director Job Description

#### Qualification and Skills

*Experience with horses*- may include understanding of equine breeding and genetics, performance horse development, horse welfare, rare breeds, pedigree analysis. Asset – involvement in the breeding/ownership of Irish Draught and/or Irish Draught Sport horses (Traditional Irish Horse).

*Board governance* – interest in participating on a volunteer board, understanding of board roles and responsibilities, availability to participate regularly, experience in consensus-based decision-making, creative problem-solving, and positive community volunteer focus.

*Policy and rules* – comfort working within a policy environment. Ability to understand interconnectivity between policies and rules of the organization and its filial organizations including Horse Sport Ireland (manager of the main Irish Draught studbook).

#### Benefits

*Strategic influence and breed preservation* - "guardian of the strategic vision," helping to ensure the preservation and promotion of the Irish Draught and Irish Draught Sport Horse (Traditional Irish Horse) breeds.

*Policy experience* – you have a direct hand in international policy discussions with other Irish Draught studbook organizations to establish the policies and rules that govern Canada's Irish Draught and Irish Draught Sport Horse registries.

*Governance Skills* - gain experience in non-profit management, including financial oversight, risk management, and strategic planning.

*Industry Connections* - The role facilitates networking with breed experts, international registries (such as those in Ireland, the US, and GB), and government agencies like Agriculture and Agri-Food Canada.

*Enhance Knowledge and Expertise* - work closely with technical experts on breeding and welfare, providing directors with insights into the industry.

#### Time and Financial Requirements

*Financial* – Annual membership fee ([fee rate](#)).



## **Irish Draught Horse Society of Canada**

*Time* – 2 year term. A minimum 20 hours commitment per year is expected based on regular board meetings, meeting preparation, and addressing ad hoc issues. Additional hours are dependent on how involved the Director chooses to be in Society activities.

### **Authority and Responsibility**

The Board of Directors is the legal authority for The Irish Draught Horse Society of Canada. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

### **Requirements**

- Knowledge and skills in one or more of the areas of Board governance: equine breed policy, breed programs, breed promotion, studbook management, equine event organizing/volunteering, and/or financial management.
- Commitment to the objectives of the Irish Draught Horse Society of Canada
- Attendance at quarterly Board meetings, annual general meetings, membership meetings.
- Support of special events including fundraising.
- Support registry business as needed including inspections.

Each director is independently responsible for abiding by the following Code of Responsibility:

1. Shall familiarize himself or herself with the Society's structure, objects, activities, publications and programs.
2. Shall attend to the business of the Society with care, diligence, good faith and paramount concern for the interests of the breed and of the Society.
3. Shall ensure that the Board of Directors as a whole determines the policies and manages the affairs of the Society.
4. Shall be familiar with the Society's budget, budget process and financial situation.
5. Shall attend regularly and participate actively at Board meetings and meetings of committees of which they are members.
6. Shall take responsibility for the accurate documentation of the minutes of Board meetings, membership meetings and meetings of committees of which they are members.
7. Shall ensure that all committees, including the Executive Committee and Registration Office, report on the exercise of any delegated authority to the Board of Directors promptly and fully and do not overstep their authority.
8. Shall declare all conflicts of interest in advance of any determination by the Board with respect to the matter wherein the director has the conflict of interest.



## **Irish Draught Horse Society of Canada**

### **Chairperson/president Job Description**

Both chairperson and president are titles used for this board position.

- Serves on Executive Committee
- Provides leadership to the Board of Directors.
- Makes sure the Board adheres to the bylaws and rules.
- Prepares the Board agenda with input from the Board members.
- Chairs the Board meetings.
- Encourages the Board members to participate in the meetings and events.
- Keeps the Board on topic by summarizing the issues.
- Keeps the Board activities focussed on the Society's objectives.
- Makes sure there is a process to evaluate the effectiveness of the Society and it's Board members using measurable criteria.
- Recognizes volunteers contributions in a timely manner.
- Acts as signing officer for bank account, contracts, and other Society business.
- Prepares report for Annual General Meeting.
- Orientates new Board members and new Chairperson.
- Assists in operations with Registration Officer.
- Makes sure Board governs and manages registry services.

### **Vice Chairperson/president**

Both Vice Chairperson and Vice President are titles used for this board position.

- Serves on Executive Committee
- Acts in the absence of the Chairperson.
- Learns the duties of the Chairperson and keeps informed on key issues.
- Works closely as advisor to the Chairperson.
- Prepares to serve future term as Chairperson/president.
- May act as signing officer for bank or other documents.



## Irish Draught Horse Society of Canada

### Board Secretary

- Serves on Executive Committee.
- Keeps copies of the Society Bylaws and Board's policy statements.
- Keeps list of Board of Directors, Officers, committees, and membership.
- Notifies Board members of meetings.
- Brings official minutes to the meetings.
- Keeps records of Board attendance.
- Makes sure there is Board quorum.
- Keeps accurate minutes.
- Records all motions and decisions.
- Records all errors or omissions.
- Keeps copies of all Board minutes.
- Signs all approved minutes.
- Distributes minutes promptly.
- Keeps records of correspondence.
- Signs official documents of Society as required.
- Files the annual return, amendments to the bylaws and other incorporating documents to Corporate registry.
- Notifies membership of Annual General meetings.
- In absence of the Chair and Vice-chair, chairs board meetings until a new Chairperson is elected.
- May collect membership dues and issue receipts.

### Board Treasurer

- Serves on the Executive Committee.
- Gives regular reports to the Board on the Society's financial state.
- Keeps financial reports on file.
- Acts a signing officer for bank with other signatories.
- Responsible for accounting for the budget and expenditures of the Society.
- Responsible for day-to-day financial operations with Financial Officer (if one).
- Keeps full account of receipts and disbursements of the Society.
- Receives and all banks monies due to the Society.
- Disburses all monies as directed by the Board.
- Files necessary financial reports, tax reports and audits.