



President

Purpose of position as stated in Bylaws:

The President shall be the chief executive officer of the Corporation and shall oversee the activities and annual planning of the Corporation. The President shall have any other powers and duties as may be prescribed by the Board of Directors

Individuals must have the commitment and skills required to fulfill the Core Responsibilities of their role. Other aspects of the role can be delegated to others; however, the individual retains accountability for the work being done well and in a timely manner.

Core Responsibilities:

- Be the primary point of contact to address questions asked by outside members. Solicit group* opinions as needed and field such questions.
- Create a welcoming environment to encourage participation and volunteerism.
- Make sound financial decisions that benefit the mission and members.
- Drive annual planning discussions each fall to build the event calendar/omnibus for following year.
- Work with group to identify desired clinicians and contact them for pricing and availability.
- Manage annual contract with Apple Knoll Farm for use of facility for four shows and other events.
- Chair monthly meetings. Keep discussions on topic and ensure all necessary topics are discussed and resolved in a reasonable time frame.
- Monitor events coordinated by other officers and members to ensure a positive experience for competitors and volunteers, and that event coordinators are adhering to the agreed-upon budget.
- Be present at events, or designate another officer or director, to resolve questions or issues as needed.
- Ensure all shows, clinics or other events produce a statement summarizing income, expenses and profit/loss.
- Confirm that appropriate and timely communications about events go out to club members using available communication vehicles (CRDA website, forums, ads, email blasts, etc.)
- Determine what roles need to be filled by others (show coordination, volunteer coordination, show management) and/or assist with these functions as needed.
- Coordinate clinics and other events as desired.

Responsibilities that may be delegated to other officers/members:

- Obtain needed content to format and write the Omnibus. Coordinate printing, labeling and mailing.
- Coordinate year-end clinic and annual awards banquet as well as other clinics throughout the year.
- Ensure shows are well-managed to ensure a positive experience for competitors and volunteers .

Necessary Skills/Attributes:

- Strong interpersonal skills (a.k.a., good “bedside manner” to represent CRDA)
- Strong organization and planning skills
- Ability to execute plans on a timely basis
- Analytical and creative thinker, assertive, collaborative, excellent communicator, detail –oriented

* Group refers to officers and directors, and other members when present at a monthly meeting.