**NWDA Committee Descriptions – Updated 7/2020**

Awards/Banquet Committee

The awards/banquet committee will be responsible for all aspects of the awards banquet to include:

Awards:

Review insertion of annual awards rules and application in the omnibus (fall)

Collection of achievement and mastery awards applications from members (Nov)

Collection of calculations for achievement and mastery awards (Dec)

Submits documentation of results to Awards Committee (Dec)

Orders year end awards using approved budge for expenses (Dec-Jan)

Selection of extra NWDA club recognized awards

Selects and orders appropriate items to be awarded

Awards committee will identify a sub-committee:

Jack Pine Calculation Committee (no less than two people) (Oct)

Obtains dressage show results from all USDF/USEF recognized shows

Calculates Jack Pine Results and Adult Amateur of the Year Awards

Banquet:

Identify date/location and theme for Annual Awards Banquet (Feb)

Identify sub committees: Auction coordinator, Raffle coordinator, Entertainment

Coordinates with the Treasurer awards budget/ongoing process

Coordinates awards information to members (Oct)

Identify process for sending out invitations to members

Send out invitations to members (Early Jan)

Design Program for Awards Banquet (Dec/Jan)

Order ribbons and JPC plaques (Early Jan)

Responsible to coordinate banquet program and present specifics to the board (Jan)

Schedule events

Identify and work with facility on menu

Organize set up and take down

Announce and distribute awards

Communications Committee (website/newsletter/advertising/promotion)

This committee will create and mail/email to members a newsletter designed to promote dressage, combined training, and other English related activities, to educate the membership, and to encourage communication among the membership. The newsletter will be published at least 4 times a year, or as directed by the Board of Directors. The committee will also be responsible for maintaining the website, communicating on our social media pages, and for the production of the annual omnibus. The committee will work with the fund raising committee to sell advertising for the omnibus, newsletter, and show programs.

Education/Scholarship Committee

This committee will compile suggestions from the board or our members for educational activities and events. The committee will investigate the feasibility of hosting or presenting the event including the date, location, cost, promotion, and number of volunteers needed. The proposed event will then be presented to the board for approval, and if approved, it will be the committee’s responsibility to carry out the details of hosting the event. The committee will also be responsible for the administration of scholarships. This consists of receiving the applications, reviewing them for compliance and approving the grants of up to $150.00. The committee will track the follow up requirements for the scholarships, the recipient’s eligibility, limits on amount of scholarship funds received and the payment of the scholarship to the recipient.

Equipment Committee

This committee will handle maintenance, repair, and storage of all equipment owned by NWDA. The committee will make recommendations for the replacement of items and will also make arrangements for the disposal of equipment no longer needed. In the event the board decides to purchase more equipment, the committee will recommend types and sources. The committee will recommend to the board, damage deposits and fees for equipment, in the event the equipment is rented. The committee shall direct the actual handing out and returning of rented equipment. The committee will keep records of necessary titles and documentation of ownership.

Fundraising Committee

This committee will be responsible for the generation of income for the organization from fundraising activities such as tack swaps, calendar sales, advertising sales, or from grant applications from organizations such as the Dressage Foundation and the Minnesota Horse Council. Clothing and NWDA logo items will be part of this committee.

Jr/Yr Committee

This committee will seek new junior members for the organization. The committee shall organize clinics and educational events specifically for Jr/Yr members, including the summer Jr/Yr clinic featuring dressage and jumping. The committee will encourage junior members to take part in the USDF Jr/ Yr Team Championships. The committee will also encourage Jr/Yr to volunteer at the schooling and recognized shows.

Governance Committee

The governance committee will select qualified members and obtain their permission to be on the ballot to serve the board. The slate of new board members will be reviewed and accepted by the board. The ballot will then be mailed to be voted on by the membership. The chair of the governance committee will mail the ballot to all eligible members, receive completed ballots, count the ballots, and announce the results. The governance committee will mail a year end mailing which generally consists of but not limited to: the ballot with the slate of new board members, membership forms for the upcoming year, year-end awards form, and banquet save the date cards. Once a year the governance committee updates the board terms and contact info for the board members, and also obtains a conflict of interest declaration from each board member. The governance committee should educate and help develop new board members and provide each new board member with a binder consisting of relevant info including but not limited to: mission statement, bylaws, committee descriptions, board contact info, and board terms. The governance committee should create and periodically review job descriptions for the board, officers, and committees. The committee will review the bylaws annually, submitting changes to the board and having the membership vote on any changes at the annual meeting.

Membership Committee

This committee will promote new memberships, process membership applications, and maintain a roster of current members. The committee is also responsible for submitting the membership rosters to the national organization. The committee will make annual recommendations concerning membership categories and fees to the board of directors. The membership committee needs to be actively involved in the pursuit of new members by advertising in local equine publications, attending local equine events, and engaging in membership drives.

Show Committee

This committee is responsible for NWDA schooling and recognized shows.

Shares feedback of show season with NWDA board (Sept)

Shares recommendations for pending new show dates (Sept)

Votes on approved dates and shares with Bayfield Fair board date requests

Review show manager/secretary contracts and vote (Sept)

Identify show manager and secretary for NWDA recognized shows (Sept)

Identify show manager and secretary for NWDA schooling shows

Share contract with show manager/secretary (signed copy to treasurer)

Awards/Prizes:

Submit budget proposal to board (Jan)

Identify/inventory ribbons/awards

Order new ribbons/prizes (before Feb)

Volunteer Coordinator:

Begs for volunteers and coordinates their responsibilities at horse shows

Tracks hours and issues show credits for volunteer hours