



WISCONSIN
Dressage & Eventing
ASSOCIATION

**Wisconsin Dressage and Eventing
Association, Inc. (WDEA)
Financial and Organizational
Policies**

(Updated 11/25)

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A. Financial Accounting Polices and Procedures

The purpose of this section is to establish clear financial management polices that ensure the Wisconsin Dressage and Eventing Association, Inc. (the “Association”) maintains compliance with generally accepted accounting principles, safeguards assets, and manages finances with accuracy, efficiency and transparency. These policies apply to all board members, state officers, chapter officers and committee members who handle or oversee Association funds. Financial policies will be reviewed annually and updated as needed, with all revisions approved by the Board of Directors.

A.1: Responsibilities of the Board of Directors

- Approve the annual operating budget and major event budgets.
- Review and approve quarterly and annual financial reports.
- Approve authorized signers on bank accounts annually.
- Oversee internal controls and approve material accounting policies.
- Determine whether an external audit or review is required and select the auditor.

A.2: Responsibilities of the Treasurer

- Approve (in coordination with the President) one-time expenditures up to one hundred dollars (\$100.00) without prior approval of the Board of Directors.
- Develop appropriate organizational budget annually or as needed for events.
- Maintain all Association funds and accounting records and present monthly/quarterly financial statements.
- Perform monthly bank reconciliations and retain supporting documentation.
- Prepare and file tax returns (Form 990) with assistance from the Association’s accountant and ensure timely filing of any required informational returns (e.g., 1099s).
- Maintain and update the Chart of Accounts and general ledger.
- Review and approve disbursements and sign checks, as authorized.
- Coordinate year-end close and provide information required by the external accountant.
- Oversee adherence to internal control procedures and report exceptions to the Board.

A.3: Responsibilities of the President

- Reviews and co-approves expenditures with the Treasurer up to \$100 without full Board approval.
- Serves as a co-signer on Association bank accounts.
- Works with the treasurer to ensure fiscal accountability and transparency.

A.4: Chart of Accounts and Financial Statements

The Treasurer maintains a Chart of Accounts organized by expense and functional classification to support clear financial reporting. See “Addendum” for current Chart of Accounts.

- Standard Reports Include:
 - Checking Account Register
 - Money Market Account Register
 - Certificate of Deposit Account Registers, as applicable
 - Income Statement
 - Balance Sheet

A.5: Cash Receipts

Cash receipts arise from the Association’s primary revenue sources: membership dues, show and clinic fees, fundraising activities, advertising and donations.

- Payments may be received by the Treasurer, membership recorder or designated committee chairs.
- All payments are reviewed for accuracy, endorsed “For Deposit Only,” and secured until deposited.
- Deposits are made weekly (or more often if necessary) and documented by the treasurer in the deposit log.
- Any correspondence pertaining to the payment is logged and documented with details of payment including amount of check, check number and date. A receipt will be given to the paying party, if requested, and a copy kept for internal purposes.
- Copies of deposit slips and receipts are filed with monthly statements.
- The Treasurer records all income in the check register and general ledger.

A.6: Cash Disbursements and Expense Allocations

Cash disbursements are typically made for the following activities: shows, clinics, organization meetings, educational events, supplies, insurance, awards, postage, membership dues and administrative costs.

Procedures related to disbursements include:

- Checks are processed as needed following submission of invoices to the treasurer, who in turn processes and pays invoices in a timely fashion.
- Disbursements are made only upon submission of an invoice, purchase request or approved reimbursement form.
- The executive board may authorize expenditures up to \$250 between meetings, and the president and treasurer may elect to make expenditures up to \$100 without approval as established in section A.2.
- Payments are issued by check, debit card, wire transfer, or payment software (i.e. PayPal, Square, etc.), as applicable.
- All expenses require receipts and appropriate authorization.

A.7: Debit Card Policy and Charges

Board members or committee members authorized by the Board to use the Association's debit card are personally responsible for ensuring that all charges are legitimate and properly documented. Any personal or unauthorized use of the Association's debit card will result in the individual cardholder being held personally liable for the expense.

Unauthorized use includes, but is not limited to:

- Personal or non-Association-related purchases;
- Expenditures not pre-approved or properly authorized in accordance with Association policy;
- Meals, entertainment, gifts or other expenses prohibited by the approved budget, applicable laws, regulations or funding requirements.

Receipts for all debit card transactions must be submitted to the Treasurer within two (2) weeks of purchase, accompanied by appropriate documentation identifying the business purpose of the expense. The Treasurer will verify each transaction against the Association's online bank account records and ensure compliance with all financial control procedures.

A.8: PayPal and Electronic Payments Policy

The Association may accept payments via PayPal or other approved electronic payment processors for membership dues, event fees, and related transactions.

Procedures include:

- All electronic receipts are downloaded and reconciled with deposits at least monthly.
- Processor fees are recorded as "other" expenses and reviewed quarterly.

- PayPal balances are transferred to the Association's bank account regularly, at least once per month.
- Access credentials to processor accounts are held securely and shared only with the Treasurer and designated officers, following password management best practices.
- Refunds or adjustments must be approved by the Treasurer or the Board and processed directly through the payment platform to ensure a clear audit trail.

A.9: Bank Reconciliations and Month-End Close

The Association ensures timely and accurate bank reconciliations and month-end close procedures to maintain financial integrity. Procedures include:

- All bank statements are downloaded from online banking, and the Treasurer reviews them for unusual balances or transactions.
- The Treasurer compares deposits and amounts in the accounting system with the bank statements, investigates any rejected items and verifies cleared checks for amount, payee and sequential check numbers.
- Voided checks, if returned, are defaced and filed appropriately.
- Checks outstanding for more than one month are investigated promptly.
- The reconciliation is used to prepare the Association's financial statements, which are presented to the Board for review and discussion.
- At month-end, the Treasurer reviews balance sheet accounts and prepares accruals or adjustments as needed to ensure financial statements accurately reflect the Association's financial position.

A.10: Year-End Close and Tax Preparation

The Association ensures that year-end financial and tax processes are completed accurately and on schedule to maintain compliance with regulatory requirements. Procedures include:

- By December 31, the Treasurer receives all W9 information from each chapter.
- By February 1, the Treasurer receives each chapter's financial statements for the preceding calendar year.
- The Treasurer executes an engagement letter with the approved Accounting Firm, if applicable, to confirm the scope of services for processing W9 forms, prepare 1099MISC filings, and prepare the annual financial statements and IRS Form 990.
- The Treasurer submits all collected W9 forms to the accounting firm for processing and issuance of 1099MISC forms.

- The Treasurer prepares and submits the year-end financial information to the accounting firm, which uses the information to prepare the Association's annual Return for Organizations Exempt from Income Tax (IRS Form 990).
- The completed Form 990 is presented to the Board of Directors for review and approval before submission. The accounting firm then files the return with the Internal Revenue Service by the required annual deadline.
- The Treasurer ensures compliance with Wisconsin Department of Financial Institution (DFI) annual reporting requirements:
 - The Treasurer determines whether the Association qualifies to submit Form 1943 – Affidavit in Lieu of Annual Financial Report, which is allowed for charitable organizations that received \$25,000 or less in contributions during the most recently completed fiscal year or met other DFI eligibility thresholds.
 - If eligible, the Treasurer completes and submits Form 1943 by the required deadline.
 - If not eligible, the Treasurer ensures that the appropriate alternate DFI form (Form 1952 or Form 308) is completed and submitted.
 - Documentation of the submission, including date filed and any acknowledgement received from DFI, is maintained with the year-end records.

A.11: Record Retention and Security

- Financial records (bank statements, ledgers, deposit slips, invoices, receipts) are retained for a minimum of seven (7) years.
- Permanent records (articles of incorporation, bylaws, tax exemption determination letter, board minutes) are retained indefinitely.
- Electronic backups of critical records are maintained securely; access is limited to officers and authorized staff.
- The Treasurer coordinates secure disposal of records older than retention requirements.

A.12: Volunteer Travel Expenses Reimbursement

A.12.1 Pre-Event Planning and Budgeting:

- The event planner or team determines which expenses will be reimbursable within the approved budget (e.g., mileage, meals, lodging).
- The documented budget must be in writing (e.g., spreadsheet) and presented to other committee members or the board (state or chapter).
- The event planner/team evaluates the reasonableness and necessity of travel expenses and presents these with the budget.

A.12.2 Allowable Expenses:

Budgeted line items may be reimbursed according to the following guidelines:

- Mileage: Reimbursed at the IRS charitable organization rate. Contact the State Treasurer or IRS.gov for current rates.
- Meals (including tip): Total daily costs shall not exceed the IRS M&IE per diem rate (Publication 1542). Tips may not exceed 20%, and no alcoholic beverages will be reimbursed. When expensing for multiple volunteers, the requestor must document all individuals included.
- Hotel: Lodging may require shared rooms or be limited to select volunteers depending on the approved event budget.
- Air Travel: Limited to the President or WDCTA representative for the USDF Convention and Annual Meeting, unless approved by the board. Tickets should be purchased in advance to minimize costs.
- Telephone, Fax, Printing, Conference Line: Reasonable administrative costs for event-related work.
- Tolls
- Parking

A.12.3 Receipts and Documentation:

- Receipts are required for all expenses.
- Meal/hotel receipts must list all individuals covered and be initialed by requestor.
- Reimbursement requests must include:
 - Travel authorization
 - Nature of the business/event
 - Event allocation and funding source (if applicable)
 - All receipts and supporting documentation

A.12.4 Non-Allowable Expenses:

Expenses not included in the pre-approved budget are not reimbursable. Examples include, but are not limited to:

- Spousal travel
- Movies or entertainment unrelated to the event
- Alcoholic beverages
- First-class air travel
- Parking or speeding tickets
- Car washes or valet service
- Personal services or expenses

Note: Volunteers must comply with IRS Form 990 disclosure requirements to avoid the appearance of compensating officers or directors.

A.12.5 Submission and Approval Process:

- Reimbursement requests are submitted to the Treasurer (state or chapter).
- The requester informs the event planner of requested amounts and provides a breakdown by expense type.
- The Treasurer verifies that:

- Expenses are reasonable and necessary
- Expenses are within the approved budget
- Receipts and documentation are complete

A.12.6 Documentation Requirements

- Lodging: Itemized hotel receipt showing all charges, names of occupants and business purpose.
- Meals and Entertainment: Receipt showing cost of food, beverages, gratuities, names of all individuals covered, and business purpose.
- Other Expenditures: Vendor receipt detailing purchased goods or services, class of service for transportation (if applicable), and business purpose.

A.12.7 Treasurer Responsibilities

- Review of Requests:
 - Verify the expenditure and amount
 - Approve payment if in accordance with approved budget
 - Provide or verify allocation information
 - Determine date of payment, considering cash flow
 - Submit for processing/payment
- Processing Payments:
 - Print checks or pay online using the debit card according to the payment due date
 - Record invoice paid date and check number
 - Mail checks with backup documentation as needed
 - File all backup documentation appropriately

A.13: Miscellaneous Policies

- Bank Account Security and Insurance: All cash accounts owned by the Association will be held in financial institutions insured by the FDIC or NCUA. No account will carry a balance in excess of the applicable insured limit.
- Reimbursements: Reimbursements to the President for expenses related to the USDF Annual Meeting must be authorized by the Board prior to payment.
- Donated Items: Any donated item will be recorded in the meeting minutes, and a letter acknowledging the donation will be sent to the donor within one week of receipt.
- Authorized Signatories: The State Treasurer and Board President are the signatories on the Association's bank accounts. Chapters should maintain the same signatory structure for their accounts.
- Use of Accounting Supplies: Correction fluid and/or tape will never be used in preparing any accounting documents.
- Safekeeping of Funds and Instruments: The Association's checkbook, debit cards and all undeposited funds will be kept in a secured area when not in use.
- Chapter Funds: Under no circumstances may a chapter donate or transfer its funds to any organization other than the Association.

- Unclaimed Property: The Association will comply with Wisconsin Department of Revenue Publication 82, *Unclaimed Property Holder Report Guide*, regarding unclaimed or abandoned property.

B. Membership Policies

The purpose of the membership policies is to establish consistent rules for membership categories, enrollment, renewals and data privacy.

B.1: Membership Categories and Terms

The Association recognizes the following membership categories, with eligibility and terms defined as follows:

- Professional Membership: Open to individuals earning income from equestrian training, instruction or related professional activities.
- Adult Amateur Membership: Open to riders over the age of 21 as of the first day of the membership year.
- Young Rider Membership: Open to riders ages 18–21 as of the first day of the membership year.
- Junior Rider Membership: Open to riders age 17 or younger as of the first day of the membership year.
- Family Membership: Covers two or more individuals residing at the same address, as defined and approved by the Board.
- Business/Organization Membership: Designed for businesses or organizations that support the Association and its activities.
- Membership Term: All memberships run annually from December 1 through November 30. Memberships are renewed each year according to the rules and procedures established by the Board.

B.2: Dues, Payment and Refunds

Dues are set annually by the Board. Payment methods include check and approved electronic processors. Memberships are non-refundable; overpayments may be treated as donations with donor consent.

B.3: Membership Records and Privacy

The Membership Recorder maintains the master membership database and provides periodic reports to the Board. Membership data is used for official Association business only; distribution of lists for commercial purposes is prohibited without Board approval. Members consent to the Association's use of contact information for Association communications.

C. Promotion, Publicity, and Communications

The purpose of this section is to define standards for public facing communications, branding and social media usage.

C.1: Official Spokespersons

Only the President or a designated communications officer may provide official statements on behalf of the Association. This includes press releases, public announcements and official responses to inquiries. All WDEA-sponsored events, whether at the state or chapter level, must be advertised as such and submitted to the WDEA calendar of events free of charge.

C.2: Social Media and Website Guidelines

Content on all social media platforms and the website should reflect the Association's mission and values. The Webmaster and Newsletter Editor coordinate to ensure accuracy and timeliness of event postings.

WDEA maintains both a Facebook business page and a Facebook group:

- Comments and interactions are welcome from all visitors, including members and the general public.
- Only members may post unpaid notices of shows, clinics or other activities hosted or organized by a WDEA member in the Facebook group. Members cannot post notices on behalf of non-members.
- WDEA will not advertise private clinics or events for non-members in the Facebook group or page unless a paid advertisement is placed in the *eQuester* newsletter; in such cases, a one-time post may be made in the Facebook group.
- Advertising of items for sale is not allowed in the Facebook group or page. Any unpaid, non-member postings regarding private events or items for sale will be removed by a WDEA Facebook administrator.
- A reasonable number of posts are allowed for WDEA-recognized schooling shows and all WDEA-sponsored clinics and events.

The Association's website will include a calendar with dates and locations of WDEA-recognized schooling shows. Non-WDEA-sponsored events may only be promoted through paid advertising in the *eQuester* newsletter. Hard copies of the WDEA newsletter mailed to members will be printed in black-and-white.

D. Insurance

The purpose of this section is to define standards for maintaining appropriate insurance coverage for the Association, including responsibilities for policy renewal, event coverage, certificates, and incident reporting.

D.1: Coverage

The Association shall maintain appropriate insurance coverage to protect its members, leadership and activities. Coverage includes general liability insurance, Directors and Officers (D&O) insurance, and umbrella coverage as determined appropriate by the Board. Responsibilities and procedures include:

- Treasurer Responsibilities
 - Annually review all existing insurance policies and coordinate renewal to ensure continuous coverage.
 - Maintain records of policy documents, certificates of insurance and proof of coverage.
 - Serve as the primary contact with the insurance carrier for questions, updates or claims.
- Event-Specific Insurance
 - Ensure that all sanctioned state and chapter-level events obtain day-of-event insurance coverage.
 - Coordinate with chapter presidents and event organizers to collect necessary information, including event dates, locations, expected attendance and type of activity.
 - Ensure event insurance is secured at least two weeks prior to the scheduled event.
- Risk Management
 - Assess whether additional coverage (e.g., umbrella policies, volunteer coverage) is needed for specific activities or high-risk events.
 - Confirm that all venues requiring the Association to be named as additional insured are included in the policy documentation.
 - Monitor and update coverage as activities, membership or organizational risk exposure changes.

D.2: Certificates and Additional Insured

Event organizers must obtain and file certificates of insurance where required by contracts or venue policies.

- Venues should be added as additional insured when requested in venue contracts.
- Chapter presidents are responsible for:
 - Requesting event insurance at least one month in advance.
 - Providing all necessary event information to the Treasurer to secure coverage.

The Treasurer reviews all certificates to ensure compliance and proper coverage before events take place.

D.3: Liabilities and Waivers

- All participants in events involving horses must sign the Association's current Hold Harmless and Liability Waiver before participating. Event organizers must ensure waivers are collected and stored securely for seven (7) years.
- All riders must wear ASTM/SEI-approved helmets while mounted at Association events. Event organizers are responsible for venue hazard assessments and compliance with applicable USEF/USEA rules.

D.4: Incident Reporting

All incidents, injuries or claims arising from Association events must be reported promptly.

Procedures include:

- Report incidents to the President and the insurance carrier within 48 hours.
- The Event Chair documents each incident in writing, including date, location, individuals involved and nature of the incident.
- Submit incident reports to the Treasurer and President for record-keeping and insurance purposes.
- Follow up with the insurance carrier as needed to process claims or provide additional information.

E. State Board and Chapter Governance Procedures

The purpose of this section is to define the processes and procedures for chapter formation, board operations, elections and member engagement to ensure consistent, transparent governance across the Association.

E.1: Chapter Formation

- Membership Requirement: A minimum of 20 members is required to establish a new chapter.
- Approval: Chapters must be recognized by the state board and follow Association bylaws and policies.

E.2: Board Member Responsibilities

- All state board members, except chapter presidents, must take on an additional responsibility, such as chairing a standing committee.
- Board members are expected to actively participate in meetings, committees and Association activities as assigned.

E.3: Board Minutes and Documentation

- Publication: State board minutes shall be published on the Association website in accordance with the minutes of meeting (MOM) requirements. See Section I for further information on MOM requirements.
- Record-keeping: Minutes and supporting documents should be maintained to ensure transparency and compliance with record retention policies.

E.4: Member Surveys

- Online survey tools may be used to survey members for both confidential and non-confidential purposes.
- Surveys must comply with data privacy standards and be coordinated with the President or designated communications officer.
- Whenever a ballot needs to be sent to our membership for electronic voting on any kind of change (elections, bylaws, policies, etc.), the ballot should be sent using a professional survey application such as SurveyMonkey, so there is a final report/tally of the votes.
- The ballot needs to contain information that the membership is voting on (biographies of board candidates, information on why a bylaw is being changed, etc.) and a clear question with answers.
- The ballot needs to include the deadline for returning the ballot.
- The draft of the ballot should be sent as a test via the survey application to the board or presented at a state board meeting prior to being sent to the membership for voting.

E.5: Online Business and Voting

For Association matters conducted virtually:

- There must be a minimum 48-hour wait period between posting a motion and calling for a vote.
- All board members must have the opportunity to review and comment before the vote is taken.

E.6: Conflict of Interest in Board Decisions

- Any board decision that has a financial impact or personal influence on an attendee requires:
 - The affected attendee to be excused from the discussion.
 - The attendee may return only for the final decision or vote.
- These procedures ensure robust discussion and impartial decision-making.

E.7: President's Term and Succession

- The President is elected by the state board for two-year terms, with a maximum of two consecutive terms.
- If a president vacates the position early:
 - The newly elected president completes the remainder of the prior term.

- This partial term does not count toward the maximum consecutive term limit.
- Once the remainder of the term is fulfilled, the new president begins their own two-year term cycle.

E.8: Chapter Elections

- If multiple chapter members are running for the same office, an election must be conducted.
- Voting methods include:
 - Electronic voting tools (e.g., Survey Monkey)
 - Email ballot
 - Paper ballot (either mailed or in-person at a chapter meeting)
- All chapter members must have the opportunity to vote regardless of method.

F. Awards Program

The purpose of this section is to recognize members for competitive achievement and volunteer contributions in the disciplines of dressage and eventing. Awards celebrate excellence, encourage participation and highlight the contributions of riders and volunteers to the Association.

F.1: Eligibility and Scoring

- Members must be current in good standing to earn awards.
- Scores and results must originate from:
 - WDEA-recognized shows and events
 - Nationally sanctioned competitions
 - USDF Opportunity Classes are accepted, provided they meet the requirements for WDEA awards as schooling show scores.
- The Awards Chair administers score collection, verification, and maintenance of records.
- Rider/Horse Limitations: A rider/horse combination may win the same WDEA award for a maximum of three years, applicable to levels from Introductory through Fourth Level.

F.2: Awards Administration

- The Awards Committee compiles results, verifies accuracy and resolves ties, according to established committee rules.

- In cases where more than one individual is deserving of the Member of the Year award, the Board may elect to recognize multiple recipients in a given year.

G. Ethics and Conduct

The purpose of this section is to define the standards of ethical behavior, professional conduct, and accountability for board members, volunteers, and Association members, and to provide clear guidance for addressing conflicts of interest and alleged misconduct.

G.1 Code of Conduct

- All board members, volunteers, and members are expected to act with integrity, respect, and professionalism.
- Conduct should:
 - Support the mission and values of the Association.
 - Promote fairness and transparency in all decisions and interactions.
 - Ensure a safe, inclusive, and respectful environment for all participants.
 - Avoid actions that could damage the reputation of the Association or compromise its activities.

G.2 Conflict of Interest

- Annual Disclosure: All board members must complete a Conflict of Interest Disclosure annually.
- Recusal: Any board member with an actual or perceived conflict must:
 - Disclose the conflict at the earliest opportunity.
 - Recuse themselves from discussions or votes related to the matter.
- Documentation: All disclosures and recusals are recorded in the official Board meeting minutes.
- Examples of Conflicts: Financial interests, family relationships or any situation where personal interest could influence board decisions.

G.3 Discipline

- Investigation: Alleged misconduct by members, volunteers or board members will be investigated promptly and confidentially.
- Sanctions may include:
 - Formal censure or reprimand.
 - Suspension of membership privileges or event participation.
 - Removal from office or committee positions, following established Board procedures.
- Due Process:
 - The individual under review will be informed of the allegations.
 - They will have the opportunity to respond in writing or verbally.
 - The Board will deliberate and determine appropriate action, and all decisions will be recorded in the minutes.

H. Minutes of Meeting (MOM)

The purpose of this section is to define standards for preparing, reviewing, approving and distributing minutes of Board and Chapter meetings. Minutes should provide a clear, accurate and understandable record of meeting proceedings and decisions, ensuring transparency and accountability.

H.1 Preparations of Minutes

- Minutes should clearly document the events and decisions of the meeting.
- Include sufficient context so that someone who did not attend can understand the proceedings.
- Names should be cited **only when necessary**, such as:
 - Making or seconding motions
 - Follow-up on action items
- Care should be taken to ensure open and honest discussion is reflected without attributing sensitive comments unnecessarily.

H.2 Contents of Minutes

Minutes should include the following elements, based on a modified summary of *Robert's Rules of Order Newly Revised* (Scott, Foresman, 1981, pp. 389–391) adapted for WDEA:

- Type of meeting (regular, annual, or special)
- Name of organization (WDEA)
- Date, time and location of meeting
- Names of all attendees with roles, including substitutes for Board Members
- Minute approval method (read at meeting, approved electronically or approved at meeting)
- Summaries of Officer and Committee reports
- Relevant discussion or background to improve understanding
- Motion content
- Who made the motion
- Who seconded the motion (preferred, not required)
- Voting results
- Closing line: “Respectfully submitted by: _____”

H.3 Review and Approval

- Draft minutes must be sent to the President for comments, edits and approval prior to distribution to other attendees.
- Minutes may be reviewed and approved electronically or at the next scheduled meeting.
- Updates or votes conducted after the meeting may be captured in the minutes as Post Meeting Notes to record actions taken between meetings.

H.4 Handling of Approved Minutes

- Closed Meeting Minutes: The Secretary sends minutes to the Webmaster for filing on a secure, restricted server.
- Approved Public Minutes: The Secretary sends approved minutes to the Webmaster for posting on the WDEA website.

I. Job Descriptions for State Board Voting Positions

The purpose of this policy is to outline the responsibilities and expectations for all State Board voting positions. These descriptions provide guidance to ensure that board members can fulfill their roles effectively, uphold the mission of WDEA and contribute to the governance and strategic direction of the Association.

I.1 General Responsibilities of All State Board Members

All State Board officers, regardless of specific title, are expected to:

- Attend all state board meetings and any special meetings called by the President or the Board.
- Notify the President in advance of any expected absence from meetings.
- Serve on committees as appointed by the President and/or the membership.
- Uphold the purpose and mission of WDEA.
- Participate in strategic planning, policy-setting and establishing the overall tone of the organization.

I.2 Role-Specific Responsibilities

- Each board officer has additional, role-specific responsibilities.
- Detailed duties and expectations for each position are included in the Job Descriptions Addendum.
- Board members should carefully review the addendum before accepting a nomination to ensure they can fulfill the position's requirements.

I.3 Policy Compliance

- Board members are expected to perform their duties in accordance with this policy and all applicable WDEA bylaws, policies, and procedures.
- Failure to meet the responsibilities outlined may result in review by the Board in accordance with established governance procedures.

J. Addendums

J.1 Chart of Accounts

KEY			
Receipts		Disbursements	
<i>Clinics</i>	C/R	<i>Clinics</i>	C/D
<i>Shows</i>	S/R	<i>Shows</i>	S/D
<i>Fund Raising Sales</i>	FRS	<i>Meetings</i>	MTG
<i>Fund Raising Auction</i>	FRA	<i>Newsletter</i>	NWS
<i>Interest Dividends</i>	INT	<i>Supplies/Phone</i>	SUP
<i>Transfers</i>	XFER/R	<i>Software</i>	SOFT
<i>Misc deposits fundraising membership</i>	DEPOSIT MEM	<i>Insurance</i>	INS
		<i>Fund Raising Sales</i>	FRS/D
		<i>Annual Meeting</i>	ANN
<i>ad awards</i>	RAD RAWARDS	<i>Awards exp</i>	AWARDS
		<i>Membership exp</i>	USDF
<i>Midwest horse Fair Education</i>	MHF REDUC	<i>USDF annual mtg</i>	AUSDF
<i>Miscellaneous</i>	MISC	<i>Instructors workshop</i>	DINSTRU
<i>Insurance Refunds</i>	RINS	<i>Education</i>	EDUC
<i>Annual Meeting Receipts</i>	RANN	<i>Website</i>	WEB
<i>Early Bird Gifts</i>	EB	<i>Other</i>	OTHER
<i>Schooling Show Awards</i>	SCHOOL	<i>Advertising</i>	AD
		<i>Graphic design</i>	GD
		<i>Legal</i>	LEGAL
		<i>scholarship</i>	SCOLR
		<i>video library</i>	VDO
		<i>tax accountant</i>	TAX
		<i>Bank Fees</i>	BANK
		<i>USDF annual mtg</i>	AUSDF
		<i>Transfers</i>	XFER
		<i>Instructors workshop</i>	DINSTRU

J.2 Job Descriptions – State Board Voting Positions

These job descriptions for board member voting positions provide guidance in fulfilling these positions. Anyone considering accepting a nomination for a position should carefully review these requirements.

State board officers are responsible for upholding the purpose of the WDEA. The WDEA Bylaws contain these requirements for board positions. State board officers are involved in strategic planning, setting policy and setting the tone of the organization. Specific responsibilities of EACH BOARD OFFICER are:

- a. Attend state board meetings and special meetings.
- b. Notify the President of any expected absence.
- c. Serve on committees as appointed by the President and/or the membership.

Title: President

Responsibility: To provide leadership and direction to the governing Board and ensure that the Board fulfills its responsibility for upholding the purpose of the WDEA.

Duties:

1. Fulfill all duties and responsibilities of a Board Officer, as outlined in bylaws.
2. Notify Board of Directors ten days in advance of each meeting and provide a tentative meeting agenda or set up a schedule for the membership year in advance.
3. Preside over all business and special meetings of the WDEA.
4. Ensure meetings open at appointed time, a quorum is present and order is maintained.
5. Guide the board in strategic planning.
6. Ensure that the board abides by the WDEA bylaws and established policies.
7. Serve as the contact point for state and chapter board members on governance and program issues.
8. Act as principal spokesperson for the WDEA and the Association's USDF Delegate.
9. Serve as ex-officio member of all committees except the nominating committee.
10. Appoint standing committee chairs and representatives.
11. Evaluate annually the performance of the organization in achieving its purpose.
12. Serve as co-signer on the state accounts in the event the Treasurer is unable to fulfill his/her duties. See Treasurer for check writing back-up.

Requirements:

- Commitment to the organization and its values.
- Ability to delegate responsibility and demand accountability.
- Knowledge of parliamentary procedure.
- Accessibility and time to devote a minimum of 10 hours per month to the organization.
- Ability to work in a team and bring people to consensus
- Excellent communication skills.
- Has been a member of WDEA for at least 2 years.

Preferred Skill Set:

- Ability to motivate others
- Sense of humor
- Flexibility
- Public speaking
- **Length of Term:** Two years

Title: Vice-President

Responsibility: To assume the responsibilities of the President in the event that the President is unable to serve.

Duties:

1. Fulfill all duties and responsibilities of a Board Officer.
2. Preside over all business and special meetings of the WDEA in the absence of the President.
3. Assist in ensuring meetings open at the appointed time, that a quorum is present, and that order is maintained.
4. Accede to the Presidency in the event the position becomes vacant prior to a scheduled election.
5. Become oriented to the duties of the President.
6. Act as alternate spokesperson for the WDEA, when the President is not available.
7. Represent WDEA as requested by the President.
8. Serve on the Executive Committee and other committees as elected or requested by the President.
9. Chair the Scholarship, Education and Outreach Committees.
10. Serve as ex officio member of any committee formed within the Association with the purpose of hosting a USDF recognized program.
11. Mentor JR/YR representative and help organize their programs.
12. Select and purchase award(s) for Member(s) of Year award winner(s).

Requirements:

- Ability to assume responsibilities of Presidency, immediately if needed.
- Ability to delegate responsibility and require accountability.
- Understand volunteer motivation.
- Commitment to the organization and its values.
- Has been a member of WDEA for at least 2 years.

Preferred Skill Set:

- Ability to motivate others
- Sense of humor
- Flexibility
- Public speaking

Length of Term: One year

Title: Secretary

Responsibility: To document and safeguard the records of the Association. Maintain a record of all policies, important publications (not posted on the website), board minutes, and changes enacted by the Board.

Duties:

1. Fulfill all duties and responsibilities of a Board Officer including Executive committee.
2. Take minutes of all state business, including electronic business and special meetings, noting list of participants, motions made and voting results.
3. Assume responsibility for the maintaining permanent corporate records including articles of incorporation, bylaws, policy, board minutes and reports, and all other documents related to the Association governance.
4. Submit a copy of the minutes to the President to review and approve prior to publication in the Association newsletter and/or website. In the absence of the President presiding over the meeting, the minutes should be submitted to, reviewed and approved by the Vice President.
5. Attend to other matters pertaining to meeting procedures as directed by the President.
6. Attend to all needed correspondence to the association board of directors.

7. Prepare, receive and count ballots for elections and votes.
8. At his/her discretion, obtain help from voting members for any job necessary for the administration of Association business.
9. Maintain a complete file of all important publications of the Association not posted on the website.
10. Maintain memorabilia of the Association.
11. House and oversee distribution of official Association documents, banners and logos as requested.

Requirements:

- Ability to summarize meeting discussions and key decisions succinctly.
- Ability to keep records in an organized fashion.
- Have space to store association records and memorabilia.
- Work effectively with the Board officers and committee chairs.
- Commitment to the organization and its values.
- Has been a member of WDEA for at least 2 years.

Preferred Skill Set:

- Detail oriented
- Organized
- Knowledge of parliamentary procedure

Length of Term: One year

Title: Treasurer

Responsibility: To ensure that the Board fulfills its responsibility for the financial oversight of the organization.

Duties:

1. Fulfill all duties and responsibilities of a Board Officer including the Executive committee.
2. Handle all funds received and paid out by the Association.
3. Maintain funds in a financial institution approved by the Association.
4. Maintain a complete record of all business transactions and be prepared to report on the financial status of the Association at all times.
5. Receive year end chapter financial summaries and manage accountability for Chapter financial accountability.
6. Be the contact point for liability insurance for chapter events.
7. Be responsible for maintaining insurance coverage for directors and officers plus any other insurance coverage needed by the GMO.
8. Coordinator for year-end tax filing, and file any necessary tax documents. If it is determined Association needs to out-source non-profit tax preparation services, will be responsible for managing the relationship with the outside resource for year tax filing.
9. Responsible for paying bills from WDEA accounts. The President will be a co-signer on the accounts in case the Treasurer is unable to fulfill his/her duties, including writing privileges until Treasurer is able to resume responsibilities.
10. Be responsible for maintaining and storing all WDEA accounting records up to 7 years.
11. Dispose of accounting records older than 7 years.

Requirements:

- Familiarity with general accepted financial accounting methods.
- Ability to work as a member of a team.
- Ability to work effectively with committee chairs to oversee educational programs and events cash flow.
- Ability to manage relationship with outside accounting firm, if needed.
- Has been a member of WDEA for at least 2 years.

Preferred Skill Set:

- Experience with nonprofit accounting concepts
- Experience with accounting software (i.e. Excel, Quickbooks).

Length of Term: One year

Title: Membership Recorder

Responsibility: The Membership Chair is responsible for collecting, organizing and disseminating membership information to State Board members (such as Chapter Presidents, the Newsletter Editor and the Webmaster) and the USDF. The Membership Chair often fields questions (by phone/text or email) posed by prospective members. Members sometimes contact the Membership Chair with questions about their membership benefits.

Duties:

1. Fulfill all duties and responsibilities of a Board Officer.
2. Attend WDEA State Board and special meetings prepared to update the board on the membership list.
3. Acknowledge each new and renewed membership by either electronic or traditional mailing.
4. Process membership applications and payments; verify information; input into the data base.
5. Receive and process Stable/Instructor/Breeder/Business (SIBB) listings and payments. Communicate listing information to the Newsletter Editor and Webmaster.
6. Submit regular (at least monthly) member listings to the USDF; arrange payment for GM membership.
7. Communicate new and renewed membership information to the Newsletter Editor and the Chapter Presidents within one month of receipt.
8. Aid the Secretary in other matters pertaining to membership.
9. Serve on committees as elected or requested by the President.

Requirements:

- Adequate time availability to process and organize membership information and respond to prospective member and member inquiries in a timely manner.
- Comfortable organizing information into an electronic database.
- Commitment to the organization and its values.

Preferred Skill Sets:

- Competent using database software such as Excel.
- Comfortable using technology to electronically communicate with members.
- Enjoys meeting new people.

Length of Term: Two years

A Few Helpful Hints

- Remind chapter presidents they should only pass on mass membership data to their chapter members in hard copy only. Never send out mass mailings electronically, except to chapter members for chapter business. If one needs to send information to all of WDEA, send the information to each chapter president and the president will forward it to their chapter members.
- Stamp "Deposit Only" on the back of checks before depositing. Include a listing of what the checks are for. For example, which member category, SIBB listings, etc.
- Email WDEA treasurer in advance of charging USDF membership fees on WDEA debit card. Funds come out of the account immediately, so make certain treasurer has enough money in the account to cover the payment.
- Keep a file of original membership application in binder.
- Check procedure for sending monthly updates to USDF on their website or email from contact person.

- Membership cards are no longer sent out to members as part of the USDF “Going Green” program.
- If overpayment is received, contact member to see if they’d like to send new check for correct amount or consider the overpayment as a donation.
- If underpayment is received, do not accept or record the membership until payment is received in full. Let the individual know there is a balance due on their membership and that processing cannot be completed until it is paid. If you activate membership before you receive payment in full, you will never get the balance.
- Date of membership begins on the date a complete application is received with sufficient funds.
- Make this job easier by performing the tasks on timely basis. Keep a schedule for yourself that makes sense and stick to it.
- Accuracy of email addresses is essential for the newsletter.

Membership Drive Procedure

The following is a procedure used to implement a very successful membership drive.

- Prepare membership drive plan and budget for state board approval by September meeting:
 - Solicit new member prospects from all chapter presidents in September.
 - Write copy for membership drive materials; update membership application.
 - Consider gathering sponsors for membership drive incentives.
- Begin membership drive in October; use email whenever possible.
 - Market membership renewal to current year’s members.
 - Market membership renewal to past members in database.
 - Market new membership to prospect list.
 - Recommend marketing business memberships using U.S. Mail.

Title: Newsletter Editor

Responsibility: To write articles as necessary, solicit and coordinate editorial and advertising submissions, and manage layout, production and distribution of the Association newsletter.

Duties:

1. Fulfill all duties and responsibilities of a Board Officer.
2. Attend WDEA State Board and special meetings prepared to update the board on the state of electronic and written communications with the membership.
3. Be the contact point for calendar postings, and manage the calendar postings for WDEA State and Chapter functions, as well as non-WDEA sponsored events.
4. Manage advertising submissions, ensuring that payment has been made prior to publication and state Treasurer has received payment for advertisements.
5. Coordinate with Treasurer on invoice payments, as well as keeping Treasurer up-to-date on out-of-pocket costs and/or payments related to the newsletter.
6. Manage the distribution of hard copies of newsletter, if any, either with newsletter duties or help from a volunteer.
7. Make judgments on editorial submissions that are in keeping with news and not business promotions, unless article is, for example, a profile of a member and his/her business.
8. Bring any questionable submissions to the State Board's attention, prior to publishing.
9. Act as co-administrator with webmaster on WDEA's Facebook page and editing content for advertising, negative comments about WDEA and/or its members. Work with co-administrator if a second opinion is required and/or bring to the State Board's attention.

Requirements:

- Good spelling and grammar skills.
- Comfortable using technology to produce an electronic newsletter.

- Time and interest in preparing a newsletter for monthly publication.

Preferred Skill Set:

- Likes writing, editing and providing input on printed documents.
- Comfortable using technology to electronically communicate with members.

Length of Term: Two years

Job Title: Webmaster

Responsibility: To oversee, maintain and keep current the Association website.

Duties:

1. Fulfill all duties and responsibilities as a Board Officer.
2. Attend WDEA State Board and special meetings prepared to update the board on the state of the website.
3. Serve on committees as elected or requested by the President.
4. Be the contact point for all items needing to be placed on the website including calendar of events, news, articles, advertising and forms.
5. Works collaboratively with the Newsletter Editor and Communications Chair to ensure consistency between the two communication channels.
6. Works collaboratively with the Treasurer and Membership Chair to identify and communicate membership renewals and any payments that are processed through the website.
7. Works collaboratively with the web host provider to identify issues and future needs for the website.
8. Identify the evolving website needs for the organization and provide suggestions for improvements to the Board.
9. Provide annual website budget information to the President and Treasurer
10. On a weekly basis, perform maintenance to the website, including identifying and installing website software updates and core upgrades.

Requirements:

1. Knowledge of website development, HTML, PhP, Joomla.
2. Good spelling and grammar skills.
3. Availability of time and interest in maintaining the website, a minimum of 4 hours per month with the understanding at times of greater club activities when additional hours are required. Access to internet connection and computer.
4. Willingness to work on a tight deadline.
5. Works well in a team environment.

Preferred Skill Set:

1. Enjoys time on the computer
2. Comfortable using current technology and learning new skills.

Length of Term: Two years

Title: Member at Large

Responsibility: Attend WDEA State board and special meetings and represent the interest of all WDEA members.

Duties:

1. Fulfill all duties and responsibilities of a Board Officer.
2. Attend WDEA State Board and special meetings prepared to represent the members on state issues.
3. Represent WDEA to the community and the members as requested by the President. Serve on committees as elected or requested by the President.
4. Look for new ways to grow WDEA membership and integrate WDEA into the dressage and eventing communities in Wisconsin and the UP of Michigan.

Requirements:

- Commitment to the organization and its values.
- Thinks “outside of box,” looking for new ways to help further the Association’s purpose.

Preferred Skill Set:

- Works well in a team environment
- Flexibility
- Creativity

Length of Term: Two years

Title: Chapter Representative

Responsibility: Attend WDEA State board and special meetings and represent the interest of all WDEA members with special attention toward the chapter represented.

Duties:

1. Fulfill all duties and responsibilities of a Board Officer.
2. Actively participate in chapter events and issues enabling representation to the board.
2. Attend WDEA State Board and special meetings prepared to represent the members on state issues.
3. Represent WDEA to the community and the members as requested by the President. Serve on committees as elected or requested by the President.
4. Look for new ways to grow chapter WDEA membership and integrate WDEA into the dressage and eventing communities in your region.

Requirements:

- Commitment to the organization and its values.
- Thinks “outside of box”, looking for new ways to help further the Association’s purpose.

Preferred Skill Set:

- Works well in a team environment
- Flexibility
- Creativity

Length of Term: One year

J.3 Job Descriptions – Non-Voting Board Positions

These job descriptions provide guidance for these positions. Anyone considering accepting a nomination for a position should carefully review these requirements. Members filling these positions are responsible for upholding the purpose of the WDEA.

Title: JR/YR Representative

Responsibility: To build JR/YR membership in WDEA through mentoring and program offerings.

Duties:

1. Develop contacts with Wisconsin and UP Michigan Pony Clubs and 4-H Horse Project groups.
2. Coordinate with the Region 2 JR/YR Coordinator; look for ways for WDEA to work with Region 2.
3. Look for opportunities to provide or collaborate with other organizations to offer educational programs for WI and UP MI JR/YR youth with an eye to building interest in joining WDEA.

Requirements:

- Ability to work collaboratively and be accountable for program budgets.
- Understand volunteer motivation and JR/YR needs.
- Commitment to the organization and its values.
- Has been a member of WDEA for at least 2 years.

Preferred Skill Set:

- Ability to motivate others
- Sense of humor
- Flexibility
- Organizational skills
- Enjoys meeting new people

Length of Term: One year

Title: Association Representative to the Wisconsin Horse Council

Responsibility: Attend WDEA State board, special meetings, represent the interest of all WDEA members and attend Board meetings with the Wisconsin Horse Council as the WDEA WHC Director.

Duties:

1. Actively participate in chapter events and issues enabling representation to the board.
2. Attend WDEA State Board and special meetings.
3. Attend as WDEA Director for WHC, all Wisconsin Horse Council Board of Directors meetings, and provide high-level report back to WDEA Board.

Requirements:

- Commitment to the organization and its values.
- Attendance at regular meetings of the WHC (via phone or in person as required).

Preferred Skill Set:

- Works well in a team environment
- Flexibility
- Creativity

Length of Term: One year