

## By Laws for Board of Directors

### Role Responsibilities:

#### The Board of Directors will:

- Adhere to the Constitution
- Address all member concerns in a timely manner without Bias
- Work to further the CIHF and Icelandic Horse within Canada
- Oversee the CIHF Bank account
- Work with the FEIF and World Fegur

#### President:

- Preside and moderate all Board or Directors Meetings and the AGM
- Liaise and represent the CIHF with FEIF regarding surveys, meetings, and other requested duties
- Work with the CLRC directly on escalated matters
- Update the Board of Directors with important information from the FEIF
- Work with the Secretary to complete and send necessary paperwork to the CLRC for the AGM

#### Vice President:

- Complete all duties of the President in the case of their absence

#### Secretary:

- Record Minutes at all Board of Directors Meetings and the AGM
- Prepare the Agenda for all Board of Directors Meetings and the AGM
- Email the Minutes and Agenda to all Board Members prior to meetings
- Prepare or confirm a method of communication for all Board or Directors Meetings and the AGM
- Liaise and represent the CIHF with the CLRC for all requested duties

#### Treasurer:

- Monitor and report on all financial transactions within the CIHF bank account
- Provide suggestions on budget planning and financial decisions with the goal to improve the financial position of the CIHF

#### General Directors:

- A minimum of 2 initiatives per year must be outlined within 60 days of the AGM and completed collaboratively before the next AGM. For example: new benefit for membership, hold a new event for members, fundraiser, improve on something already existing in the membership or for the members (website, logo, forms for members) etc.

#### Conduct of Board of Directors Meetings:

1. A member of the CIHF who holds a Director Position is required to attend a minimum of 75% of meetings.
  - a. If the member fails to do so they may be removed from the Board of Directors for the following year
2. A Director that will be absent from a meeting must report this to the President a Minimum of 24 hours in advance of that meeting
3. If a scheduled meeting is to be cancelled in advance, it will be communicated by 12pm EST the day of the meeting to all Board Members
4. If Zoom is to be used for meetings, a link must be sent to all Directors a Minimum of 3 days before the scheduled start of the meeting
5. The next meeting date will be decided at the end of the current meeting. It is the responsibility of each Director to attend the following meeting
6. If there is no quorum within 10 minutes of the scheduled start time the meeting, it will be cancelled