



CANDIDATE QUESTIONNAIRE – 2022 ELECTIONS

Instructions for potential candidates for the 2022 RMHA Elections: Please complete this questionnaire in full. "Save As" with your name attached and send with the e-mail to the Nominating Committee per instructions on the RMHA website.

You must review the *RMHA Position Descriptions and Expectations* (attached) and sign this application signifying you understand the required expectations and verify that you meet them, and review and be willing to yearly sign the *RMHA Board Member Code Of Conduct Form*.

This application must include a signature and references located at page 4.

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1. RMHA office seeking in the 2022 Election?

 2. Please confirm and describe your "Qualifications for Nomination" in the space below.

 3. How long have you been a member of RMHA? *(Candidates for President and Vice-President must be current RMHA Members for at least a full and continuous four years (48-months) prior to their candidacy. All other candidates for the Board must be current RMHA Members who have been Members for at least a full and continuous two years (24-months) prior to their candidacy. All candidates shall always remain Members in Good Standing as a candidate and while on the Board. No person serving a term of suspension may run for office.)*

 4. We are looking for people with the following specific skills: fundraising, legal, technology, marketing/PR, the ability to find sponsors, and strategic planning/vision. In addition, you need to have the ability to donate significant time. Please describe what you bring to the table.

5. Are you a member of a RMHA Regional Club? Have you been an officer? Describe your contributions to your regional club.
6. Have you ever served/serving the RMHA in any of the following capacities?
- ☐ Board Member
 - ☐ Committee Member
 - ☐ Other Volunteer
- Please describe your participation.
7. Have you completed either a RMHA judging or examiners RMHA clinics and are you in good standing/serving in either of these capacities? Please describe.
8. Have you ever attended a RMHA Board meeting? If Yes, what was your impression?
9. Why do you wish to serve as a Board member/officer? What valuable contributions would you add as a board member of the RMHA?
10. What are your activities with the Rocky Mountain Horse: (mark all that apply)
- ☐ Owner ☐ Breeder ☐ Trainer ☐ Show ☐ Sales ☐ Trail Riding
 - ☐ Competitive ☐ Recreational/Pleasure ☐ Other

11. Are you a current member of any other horse organization? ☐ Yes ☐ No
Are you or an immediate family member on the Board of any other horse association? ☐ Yes ☐ No
Have you ever been disciplined for horse related activities? ☐ Yes ☐ No
If YES to any, please explain.

12. Please state, in your own words, what makes a Rocky Mountain Horse different from a "mountain horse" and how would you keep that distinction as described in the RMHA rules if elected?

13. Based on your knowledge of the strategic plan, what short- and long-term goals for the RHMA and the Rocky Mountain Horse are most important and how would you contribute to helping the RMHA achieve those? What other ideas do you have for short- and long-term goals?

14. Are you able to commit to donating up to 10-20 hours a month (6 hours for Board meetings, 4-8 for Committee calls, 4 for networking, 2 for sponsorship development/fundraising/misc. Board duties) to the RMHA to be an active member of the Board and either an active Committee member or a Committee chair? Please describe.

15. Are you able to help the RMHA financially either by being a sponsor or helping find and recruit sponsors? Please describe.

Please list the names and contact information of two RMHA members you wish to use as references.

NAME	ADDRESS	PHONE	E-MAIL

Your signature confirms you acknowledge your statements/answers can and may be used by the RMHA. Additionally, your signature confirms that you have read and understand the "RMHA Position Descriptions and Expectations" and have read and will sign the "RMHA Code of Conduct Form" (attached below as Appendix A).

Incomplete applications/questionnaires are justification for rejection of application and candidacy.

Typing your name on the signature line also qualifies as an "e-signature."

Signature _____

Position Sought _____

Application must be received by December 31, 2021 at the RMHA office via email: admin@rmhorse.com



Position Descriptions And Expectations

The purpose of this document is to clearly define the role and responsibilities of positions of the Rocky Mountain Horse Association (RMHA) Board as laid out in the *Bylaws of the Rocky Mountain Horse Association* (adopted 2013 and amended 2021) and the Rules of the Rocky Mountain Horse Association. All Board Members must:

- Have a clear understanding of the RMHA, The RMHA Bylaws and Rules, and the 5-year Strategic Plan priority issues and goals.
- Working knowledge of Roberts Rules of Order
- Access to a computer and ability to receive and send email communications
- Commitment of time and resources to travel to meetings and/or be present via conference call/video conferencing technology. Only one unexcused absence per year is allowed.
- Have the time and ability to lead and/or play a key role in committees (must be on at least one standing or ad-hoc committee as nominated by president and approved by Board) and ensure strategic objectives are accomplished.
- Make progress or complete assignments in a timely and fiscally sound manner.
- Behave in a respectable and polite manner when communication with each other and the public.
- Encourage and actively recruit new members.
- Treat all with equality and agree to not use their office to secure favors or misuse their position.
- Understand confidentiality issues and agree not to disseminate any such information.
- Yearly sign the Code of Conduct Form (see below)

In addition to the above requirements, the following skills are desirable:

- Good oral and written communication skills
- Ability to connect with people
- A track record of building functional and successful teams
- Ability to handle sensitive issues
- Effective time management skills
- Passionate about the RMHA and motivated to help the association and the horse succeed

President - The President shall have the full responsibility and authority as chief executive officer of the RMHA and shall have all powers and duties specified in the Bylaws and the Rules. The President and Vice President will be elected for two-year terms, in even numbered years, as a team ticket with a term limit of 3 consecutive terms.

Candidates for President must meet the following criteria:

- RMHA Members for at least a full and continuous four years (48 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Prior association committee work not required but encouraged.
- Must have served on the board at any seat for at least 1 full term of service

The President shall:

- Prepare or cause to be prepared the agenda for meetings of the Board and shall preside at all meetings of the Board
- See that the Bylaws and Rules of the RMHA are followed and enforced
- Ensure that meetings of the Board are conducted in an orderly and effective manner
- Subject to approval by the Board, appoint all Committee members.

Vice President - the Vice President shall assist and advise the President, shall serve as a member of the Rules Committee, and shall act as a resource and advisor to the Board with respect to the Rules of the RMHA. The President and Vice President will be elected for two-year terms, in even numbered years, as a team ticket with a term limit of 3 consecutive terms.

Candidates for Vice President must meet the following criteria:

- RMHA Members for at least a full and continuous four years (48 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Be familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Must have served on the board at any seat for at least 1 full term of service

The Vice President shall:

- Preside at meetings of the Board in the absence of the President or at the request of the President
- Immediately assume the office and duties of President, in the event of the removal, resignation or vacancy in the office of the President
- Serve as presiding officer of the Hearing Panel
- Carry out such other duties as are assigned by the Board.

Members At Large (MAL) – Duties are to act as representative of the membership, or specific geographic or other defined segment of the membership as they may be assigned, and any other duties as defined by the President or the Board. Term is two years. Experience with other Boards and/or political or business experience is a plus. They Must also meet the following:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Time and resources to make monthly contact with each assigned RMHA Affiliated club.
- Ability to connect to members of assigned Affiliated Clubs/region critical.

Hearing Panel Members – Duties are to hear complaints and requests for resolution. Experience with other Boards and/or political or business experience is a plus. Term is 3 years. They Must also meet the following:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing
- General knowledge of the concept of “due process”
- Familiarity with the rules and procedures of the Hearing Panel
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension
- Not currently serving on the Board of another Equine breed or registry
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.

Director of Examiners – Duties are to establish methods and means for the training and certification of Examiners and they shall establish and publish rules for the timely, efficient, and equitable certification of such Examiners. Term is three years. Experience with other Boards and/or political or business experience is a plus. They Must also meet the following:

- RMHA Members for at least a full and continuous two year (24 months) and a member in good standing.
- Is not serving a term of suspension under the provision of the Horse Protection Act or any RMHA suspension.
- Not currently serving on the Board of another Equine breed or registry.
- Familiar with the responsibilities of this position and can verify that they are qualified to serve.
- Thorough familiarity with the Rules of Registry
- Commitment of time and resources to help conduct clinics and review certification videos sent in by members
- Previous attendance at Examiner’s Clinic and current status as an examiner.

Code of Conduct Form

The following is the Renewal of Commitment/Code of Conduct Form that each board member must sign on a yearly basis. ***You do not need to sign this form now, but you will be expected to sign if elected.***

RMHA BOARD MEMBER CODE OF CONDUCT

As a member of the RMHA Board of Directors, I will accept responsibility to improve the RMHA by:

- Abiding by the RMHA Bylaws, Mission Statement, Vision, Values, Rules and Regulations, Policies and Procedures and the Horse Protection Act.
- Respecting the confidentiality of privileged information.
- Recognizing that as an individual Board member I have no authority to speak or act for the Board.
- Working with other members to establish effective Board operating procedures.
- Rendering all decisions based on the available facts and my independent judgment rather than succumb to influence of individuals or special interest groups.
- Making every effort to attend all Board meetings.
- Becoming informed concerning the issues to be considered at each meeting.
- Avoiding conflicts of interest or the appearance thereof.
- Refraining from using my Board position for benefit of myself, family members or business associates to advocate any personal agenda.
- Expressing my personal opinions in a board meeting, but once the Board has acted, I will accept the will of the majority and will not express opinions that are in opposition to the Board's decision.
- Realizing that my statements and/or actions can be interpreted as a direct reflection of Board Policies and taking this into account PRIOR to making any statements/actions including being involved in chat lines and/or discussion groups, attending horse shows or other horse-related events.

I have read and understood the requirements set forth in this document and the Rules of the Rocky Mountain Horse Association concerning my duties and responsibilities as a Board Member of the Rocky Mountain Horse Association.

Signature_____Date_____

Printed Name of Board Member_____