

JOB DESCRIPTIONS

OQHA TREASURER

Description:

The Treasurer is the officer assigned the responsibility of overseeing the management and reporting of the finances for the Ontario Quarter Horse's Association (OQHA). The position requires the keeping of neat and accurate records. The Treasurer must pay attention to detail to ensure the organization stays within budget and report the financial information at regular OQHA executive meetings which are held monthly. A full financial report must also be filed and be presented at the Annual AGM.

Duties and Responsibilities:

- **Bank account maintenance** – Selecting or maintaining bank accounts, signing checks, and investing excess funds wisely
- **Financial transaction oversight** – Being knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
- **Budgets** – Comparing the actual revenues and expenses incurred against the budget
- **Financial Policies** – Overseeing the development and observation of the organization's financial policies
- **Reports** – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board. Reports must be able to be generated within 48 hours following a request from the Board of Directors.

Skills and Requirements:

- Access to a computer with internet capabilities
- Access to an accounting software package; Simply Accounting 2010 or Quick Books
- Proven experience in bookkeeping and/or accounting
- Proficiency with accounting and spreadsheet software
- Well organized and detailed oriented
- Excellent oral and written communication
- Effective organizational skills

Recording Secretary

Duties & Responsibilities:

- Attend and take minutes at all meetings called monthly, including the AGM called yearly. This also includes recording of the minutes with a voice recorder.
- Send out minutes within 5 days after each OQHA Meeting held, to all directors which also includes a list of all actions discussed and agreed upon at the meeting.
- Send out agenda (provided by the President) to all directors a week prior to the meeting as well as minutes
- Send all minutes by mail to the Past Presidents list
- Needs up to date yearly membership list for address and phone numbers of all directors and Past Presidents
- Keep all minutes books with up to date agendas, minutes, correspondence, any and all financial reports and or records.
- Responsible to the general membership of these above records.

Website Position

Description:

This contract position entails developing, maintaining and refreshing content on the OQHA website with linkages to a Facebook social media page. You will be responsible for both the technical and the creative elements of the OQHA website and ensure that as the site evolves with new items that it maintains a consistent “look & feel” throughout. You must be a current member of the OQHA and work closely with the current year OQHA executive.

Duties and Responsibilities:

- Responsible for the design, maintenance and refresh of all content on the OQHA website and Facebook page.
- Daily monitoring of the OQHA mailbox on the website and if necessary, forward to appropriate OQHA Executive.
- Troubleshooting; ensure all content is correct and viewable online, links have been tested. If problems arise, you will make all corrections within one business day and communicate issue(s) and resolution(s) to the OQHA executive.
- Provide statistical data to OQHA executive as required; i.e. most viewed pages, # of visitors to site.
- Make recommendations for future website enhancements.
- Provide monthly report to OQHA executive

Skills:

- Proven website management experience
- Strong web design skills including the ability to edit HTML and JavaScript
- Experience with open source web systems, Linux OS and/or Apache web server
- Strong commitment to customer service, good interpersonal and communication skills.
- The ability to work independently

Service Level Agreement:

- | | |
|---------------------------|------------------------------------|
| • Content Uploading | Within Next Business Day |
| • Creation of New Content | Within Five Business Days |
| • Respond to Emails | Within Next Business Day |
| • Statistical Reports | Within 10 Business Days of request |
| • Monthly Report | Within Five Business Days |

OQHBF TREASURER**Description:**

The Treasurer is the officer assigned the responsibility of overseeing the management and reporting of the finances for the Ontario Quarter Breeders Futurity. The position requires the keeping of neat and accurate records. The Treasurer must pay attention to detail to ensure the organization stays within budget and report the financial information at regular OQHBF meetings which are held monthly. A full financial report must also be filed and be presented at the Annual AGM.

Duties and Responsibilities:

- **Bank account maintenance** – Selecting or maintaining bank accounts, signing checks, and investing GIC's for graduating horses
- **Financial transaction oversight** – Being knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
- **Budgets** – Comparing the actual revenues and expenses incurred against the budget
- **Financial Policies** – Overseeing the development and observation of the organization's financial policies
- **Reports** – Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board. Reports must be able to be generated within 72 hours following a request from the Board of Directors.

- **Calculation of Futurity money payouts** – Calculating the payouts of futurity entries, based on the weanling yearling 2 yo and 3 yo years based on the rules and payout formula's stated in the OQHBF constitution. Payouts must be mailed out within 2 weeks of official results (when drug tests are back and official results can be posted)

Skills and Requirements:

- Access to a computer with internet capabilities
- Access to an accounting software package; Simply Accounting 2010 or Quick Books
- Proven experience in bookkeeping and/or accounting
- Proficiency with accounting and spreadsheet software
- Well organized and detailed oriented
- Excellent oral and written communication
- Effective organizational skills