

# TASK LIST

**Position Title: Vice President**

**Reports to: President**

1. Create strong working relationship with President to build a strong leadership team that makes decisions in the best interest of EDRA.
2. Be very familiar with:
  - a. Rules
  - b. Bylaws
  - c. Financials
  - d. Programs (e.g., Service, Mentor, Awards)
  - e. Webpage
3. Oversee organization (stay in contact with those in key volunteer roles)
  - a. Awards Program Coordinator – Vacant
  - b. Drug Testing Program Coordinator – Rhonda Guilford
  - c. EDRA in Motion Challenge Administrator – Sue McLain
  - d. Education Program Coordinator – Robin Burns
    - i. Pre-Ride Clinics – Dennis Summers
    - ii. Website Nuggets – Dennis Summer
    - iii. Youth – Jennifer Kaplan
  - e. Equipment Trailer Program Administrator – Terry James
    - i. Oversee equipment and trailer inventory and maintenance
    - ii. Schedule for rides and assist identifying logistics of moving
  - f. Facebook Administrator – Cortney Honan
  - g. Mentor Program Coordinator – Sophia McKee
  - h. Ride Steward Program Coordinator– Susan Summers
    - i. Annual training meeting
    - ii. Drug protocol training
    - iii. Maintain qualified pool of stewards
    - iv. Recruit/assign Steward to rides
    - v. Ensure drug test kit is delivered to selected ride(s)
    - vi. Review, maintenance, and summary of Steward Manual
  - i. Safety Coordinator – Vacant
    - i. Concussion Protocol
    - ii. COVID Protocol (if needed)
    - iii. SafeSport
  - j. Service Program Administrator – Erin Putnam
  - k. Website and Information Technology – Susan Summers
    - i. Assistant – Vacant
    - ii. Logbooks – Holly Haddenham
    - iii. Points, miles, completions and other lifetime membership/equine records
    - iv. Ride endorsement processing and GPS tracks
    - v. Ride results review and posting
    - vi. Welcome & thank-you membership renewal communications
4. Leads the Ride Endorsement process, working with both the Ride Endorsement Coordinator, EDRA Treasurer, potential Ride Managers and others. See the Ride Endorsement Instructions for details on the required duties.
5. Work with President to recruit New Leadership
6. Respond to general webpage “contacts”