USMMA Board of Directors – Roles & Responsibilities

President

The President serves as the primary representative and spokesperson for the USMMA.
All external inquiries and organizational matters are directed first to the President, who may consult with the appropriate Director as needed.

The President presides over Board of Directors meetings and conducts meetings in accordance with Robert's Rules of Order.
They are responsible for scheduling meetings, setting agendas, and ensuring productive and organized board discussions.

The President oversees the work of the Board and ensures progress toward the strategic goals of the USMMA.
They sign official organizational documents and, together with the Treasurer, have authority to sign checks and financial documents.

In partnership with the Treasurer, the President develops and presents the annual USMMA budget for review and approval by the Board of Directors. The President also works collaboratively with the Treasurer to execute official organizational documents and is authorized to sign checks and other financial documents on behalf of the organization.

The President works with the Secretary to ensure all USMMA trademarks remain current with the United States Patent and Trademark Office.
They also coordinate with the President of the ABCCMM to maintain the Horseshoe "M" brand trademark.

The President serves as the principal liaison with the ABCCMM in Brazil and other international Mangalarga Marchador organizations.
Because the USMMA is an official Nucleo of the ABCCMM, the USMMA President must be a current full member of the ABCCMM and serve as the primary contact for the ABCCMM Nucleus Project.

Vice President

The Vice President supports the President in carrying out the mission and work of the USMMA.

In the event the President is unable to complete their term, the Vice President will assume the role of President.
The Vice President also presides over meetings when the President is unavailable.

The Vice President may oversee specific initiatives or operational areas as assigned by the Board of Directors.

Additionally, the Vice President serves as the primary coordinator and liaison for the Regional Directors, helping maintain communication and alignment between regional representatives and the Board.

Treasurer

The Treasurer is responsible for the financial stewardship of the USMMA and oversees the custody and management of all organizational funds.

This role includes maintaining accurate financial records, documenting all receipts and expenditures, and ensuring that funds are used only as authorized by the Board of Directors or the organization's bylaws.

The Treasurer manages the USMMA bank account and oversees billing and collection of membership dues.

Annual responsibilities include preparing financial reports for board meetings, collaborating with the President on the annual operating budget, and preparing required annual reports for the State of Arizona and the IRS.

The Treasurer also coordinates the annual membership drive and manages the association's insurance coverage.

Together with the President, the Treasurer has authority to sign checks and other financial documents on behalf of the USMMA.
Proficiency with computer and financial management tools is required for this role.

Secretary

The Secretary supports the organizational and administrative functions of the USMMA Board.

Responsibilities include coordinating meeting notifications and logistics, preparing meeting agendas with input from the President and board members, and recording accurate minutes during board meetings.

This role serves as the custodian of all official USMMA records and ensures they remain accurate and up to date.
Records may include meeting minutes, bylaws, operating rules, breed standards, and membership records including contact information.

The Secretary works closely with the organization's webmaster to maintain current information and records online.

The Secretary may provide access to official records to members when appropriate and in accordance with association policies.

Additional responsibilities include maintaining and publishing an annual calendar of USMMA events and coordinating closely with the President on official documentation.
Proficiency with computers and standard digital tools is required.