

**United States Equestrian Federation
Expression of Interest
2024 Election of Athlete Representative
USEF Board of Directors**

Dear Federation Athlete Representative Nominee,

The election for the Athlete Representative Seat on the USEF Board of Directors is expected to take place electronically from December 4, 2023 until December 12, 2023. This seat is for a four-year term, as described in Federation Bylaw 303, Section 1.

In order to finalize the submission of your nomination to the Athletes' Advisory Council for consideration, you must submit a complete Expression of Interest, which includes all of the following:

- A letter of motivation that includes a description of:
 - Your skills and qualifications for the Athlete Representative Seat, including the qualifying event for your 10-Year or 10-Year+ eligibility;
 - Why you are interested in serving as a Director; and
 - Your governance experience.
- Social media handles (Facebook, Instagram, Twitter, TikTok, etc.)
- Curriculum Vitae.
- Disclosure of any felony convictions, or any other period of ineligibility served in sport such as violations of anti-doping codes, the Athlete Classification Code, or SafeSport violations.

Additionally, you must complete a Conflict of Interest declaration form, unless you have submitted one since January 2023. You must also be current on your SafeSport Training and successfully complete a background check. You can perform these tasks through your MyUSEF dashboard.

You may submit your complete Expression of Interest:

By Email:

nominations@usef.org

Completed Expressions of Interest must be received no later than midnight Eastern Time, November 28, 2023.

Time Commitment Expected: The Board meets twice in person annually, at the scheduled Annual and Mid-Year meetings. Additionally, the Board meets via videoconference at least four times annually. Directors should be prepared to devote a few hours on average per month, including Board meetings, meeting preparation, appearances at Federation events, and travel time. Directors are expected to serve on Committees, Councils, and task forces, as requested by the President.

Travel: Directors are expected to travel to Annual and Mid-Year meetings and attend other events that will increase their knowledge of the Federation and the equestrian industry. In addition, they are encouraged to travel to major events to see and experience our sport firsthand. The Federation will cover athletes' travel expenses to the Annual and Mid-Year meetings in accordance with its [USEF Travel Policy and Reimbursement Guidelines](#).

Evaluation and Tenure: Directors should be committed to continuously improving their performance so that the Board adds significant value to the Federation. To this end, the performance of the Board and its Directors will be evaluated regularly through a process overseen by the Governance Committee and any opportunities for improvement will be addressed through additional education and development.

Interview: After submitting your Expression of Interest, you may be invited to meet with the Athletes'

Advisory Council for an interview. This will be an opportunity for you to provide the Athletes' Advisory Council with additional information regarding your nomination and answer any questions that they may have. You will be contacted to schedule a convenient time. The Athletes' Advisory Council must submit its nominees to the Board no later than December 14, 2023.

Timeline:

- November 14, 2023: Nomination period begins.
- November 28, 2023: Deadline for submission of all nominations – no nominations accepted after Midnight ET.
- November 28, 2023: Deadline for submission of completed Expression of Interest packets – no materials accepted after Midnight ET.
- December 4, 2023: Athlete Representatives notified by email that ballots are online to vote on nominated Athlete Representative Seat.
- December 12, 2023: Athlete Representative Seat election closed. All votes must be entered by close of business, 5:00PM EST.
- December 19, 2023: Athlete Representative ballots are tabulated and results are announced.

These dates are approximate dates and may be adjusted as needed.

Please direct any questions to the Athlete Nominating Committee's staff liaison, Sonja Keating at (859) 225-2045 or skeating@usef.org. For more information on the election process, please see the [USEF Election Procedures](#).

Once again, thank you for your interest in serving our membership.