



Regional Youth Board Structure

Purpose

1. Provide youth members an avenue for which to communicate the youth voice to the regional council
2. Offer leadership & personal growth opportunities to youth members annually
3. Encourage inter-club/center friendships to encourage older members to stay involved in the organization

Structure

The Regional Youth Board will consist of a Chair, Vice-Chair, Secretary, Treasurer, Social Media Officer and members, and will be overseen and advised by a minimum of two appointed Youth Board Advisors. Each club may send up to three delegates.

Attendance Expectations

1. Attend bi-annual in-person meetings
2. Attend virtual meetings to be held as necessary to complete tasks (likely every other month)
3. Must participate in 50% of meetings to remain a member in good standing

Responsibilities

1. Facilitate communications between youth members and the Regional Council
2. Maintain a social media presence for the region in tandem with Regional Secretary
3. Initiate & manage projects and/or events to enhance the membership experience for youth members
(with advisor & RS approval)
i.e. plan a social event at a rally, send notes of congratulations to newly certified members, etc.
4. Provide a resource for clubs/centers in their educational programs by assisting in peer-to-peer education
5. Serve as Local Level Examiners for D1-D3 club level testings (*training required*)
6. Serve as Rider Representatives at rallies, which includes assisting in the barn area as available, presenting awards and other activities as needed

Membership Criteria & Joining Process

1. Criteria: age 14, C1-HM certification
2. Submit application to District Commissioner; club officers vote on representatives; if a club doesn't have members who meet the minimum criteria, the DC can appoint representative(s) based on maturity
3. Length of commitment: 2 year minimum, no maximum

Officers

1. Officers will be elected by the members (chair/co-chair/secretary/treasurer). See guidelines for details.

Funding

1. Region to partially subsidize the cost of a member ID item up to \$250 annually (i.e. a shirt or other item)
 2. Region to allocate \$500 in the first year to provide for initial programming and start-up expenses
 3. Region to provide a subsidy for Chair/Co-Chair to attend National Meeting if funds are available.
 4. Clubs to cover meeting attendance fees (lunch/travel)
 5. Dues of \$20/year (can be paid by club or individual)
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Officer Job Descriptions & Terms

Chair

Is the key leader of the youth board, responsible for running meetings and organizing and providing leadership oversight where needed. Creates the agenda for meetings. May delegate responsibilities to other officers or club representatives as needed or desired. The chair is the primary contact for the board and is in consistent communication with regional officers, particularly the RS and Secretary. They are instrumental in creating a vision for the future of the Youth Board. Dedicated and passionate about Pony Club, especially in their region, and are likely to be in attendance at a number of regional activities over the course of the year. Seeks out and creates opportunities for the Youth Board. 2 year commitment. Re-election every odd numbered year .

Vice Chair

Learns and helps with the president's duties and fills in or takes over as necessary. Communicates frequently with youth board members & committees to be sure tasks are completed on time. 2 year commitment after initial term in 2025. Re-election every even year. Accepts nomination with the understanding that they will move into the Chair position.

Secretary

Takes minutes at meetings that should be made available to the representatives within a few days. They are instrumental in keeping documents organized on a platform such as Google Drive. Shadows and communicates with the region secretary. Depending on the exact setup of the board, they may send emails to representatives at the request of the Chair. Ensures documentation (ex. Google drive, paper hardcopies) is organized and all paperwork is done correctly and on time. Position to be elected annually.

Treasurer

Collects & organizes member dues to be submitted to the Treasurer. Ensures budgets are created, balanced and followed through on for each event/project. Shadows and communicates with the Regional Treasurer. Treasurer cannot also hold a chair or vice chair position due to conflict of interest in handling the finances. Position to be elected annually.

Social Media Officer

In charge of creating and/or collecting content and consistently posting to regional social media accounts with oversight of advisors and/or regional secretary. 2 year commitment. Re-election every odd numbered year.

Election Process

In order to encourage stability in governance and continuity, providing for an orderly transition from the outgoing to the incoming club president is necessary. The Chair & Vice Chair positions will require a 2-year commitment.