

This document is meant to be used as a working structure document to stand up a youth board. Feel free to copy and paste and choose from specific examples of existing youth boards or create your own. Each youth board, whether in a region or a club, has the flexibility to operate however and accomplish whatever they wish.

Creating a Youth Board for a region or club is an excellent way to provide members with an empowering opportunity to take on leadership positions which encourages active participation, member retention and boosts unity and camaraderie within the club or region.

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(Region or Club) Youth Board

Mission: Describe broadly what your youth board is trying to accomplish.

Examples:

To encourage leadership education of pony club members through event organization and coordination of group activities within (region or club).

Structure: A basic structure consists of a leader (Chair, President), a vice leader (Vice-Chair, Vice-President), a secretary, a treasurer, an adult advisor and the rest of the board. Additional or fewer officers may be added or subtracted based on the number of members interested and or available.

Examples:

- A. The (Club or Region) Youth Board will consist of a Chair, Vice-Chair, Secretary, Treasurer, Social Media Officer and members overseen and advised by appointed Youth Board Liaison officer.
- B. The (Club or Region) Youth Board consists of a Chair, Vice-Chair, and members overseen and advised by appointed Youth Board Advisor officers due to a limited number of members.

Youth Board Officers

Youth Board officers are passionate and engaged members who show interest in leadership opportunities. Depending on your region/club demographic, certain guidelines can be set for officers.

Examples:

- A. Officers must at least have their D3 HM certification. Officers should be 14-18 years of age as of Jan 1. Officers are appointed by Youth Board members through nominations and vote if necessary.
- B. Officers must be at least C1 HM certification. Officers should be 15-25 years of age as of Jan 1. Candidates complete an online application to be on the Youth Board and are selected by current Youth Board members to serve as officers.
- C. Club leaders appoint their Youth Board representatives based on maturity and responsibility rather than age and certification, due to a limited number of members and lower average age of club members.

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. They are able to 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 club/regional officers, particularly the RS/DC 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.

Vice Chair - Acts as a backup for the Chair, as well as assisting in anything they need help with. In the case that the Chair is unable to attend a meeting or coordinate something, the Vice Chair should step in. A good way to prepare someone to be Chair is for them to be Vice Chair first. Communicates frequently with youth board members to be sure tasks are completed on time.

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 club/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.

Treasurer - Ensures budgets are created, balanced and followed through on for each event. Shadows and communicates with the club/regional treasurer. In charge of managing the board finances. Create budgets, collect and deposit payments from events or fundraisers, write checks when necessary. If the board has their own bank account, the treasurer must be 18 years old in order to be on the account and fully function in the position. Treasurer cannot also hold a chair or vice chair position due to conflict of interest in handling the finances.

YB Advisor- Adult, oversees all meetings and helps the youth board set realistic manageable goals and follow through on goals. Communicates with club/region officers and represents YB during club/regional meetings.

Examples:

- A. 18+ current or recent PC member that has been involved in youth boards or know how they function.
- B. Region/Club board member or adult sponsor that can advise the Youth Board members.

Term Limits

Officer positions can have specific term durations and number of terms. When first starting up a youth board, terms may happen more naturally and don't necessarily need to be established yet.

Example:

- A. Each officer position has a term of 3 years, and a maximum of 2 terms in one position. If a member has served as Secretary for two terms, they are unable to run for the same position again. They could, however, run for Vice Chair.

Additional positions:

Social Media Officer - In charge of creating and/or collecting content and consistently posting to Social Media outlets. Will be in charge of posting content on (Club or Region) Instagram accounts.

Probationary Member (regional position)- A Pony Clubber who does not meet the age or certification limit but still wants to contribute to the Youth Board can hold a probationary position. Participates in Youth Board Activities and in Youth Board projects but does not hold an officer position. Can be voted on to the Youth Board after a year or when they meet the minimum requirement.

Members in Club Youth Board

Members - All junior members (under 18) who are interested and able to independently participate in Youth Board activities are welcome to do so.

Club Representatives on Regional Youth Board

Members that are passionate and active in the region make for excellent representatives on their Regional Youth Board. These boards are designed to make the youth heard and empower them to stay involved, so they should come with the mindset they are representing their club.

Set minimum ages and/or certifications for club representatives

Examples:

- A. 13 years old OR a D3 HM
- B. Representatives are appointed by club and region leaders based on maturity and responsibility rather than age or certification
- C. 15 years or older and hold a C1 HM certification or higher

- D. Junior members are appointed by club and region leaders and Youth Board members based on interest in leadership opportunities. These are members that do not meet Youth Board age or certification requirements but want to be involved at the leadership level.

Set a maximum number of representatives per club

Examples:

- Clubs are limited to 3 representatives, but can change from year to year
- Clubs are limited to 2 representatives, but can change from year to year
- One club representative for each club, and if there is more than one interested member from each club, then the club leadership appoints the representative

Set guidelines for representatives to follow

Examples:

- Meeting attire is business casual
- Roses and Thorns: If you have something negative to say, you should also say something positive or suggest a way to improve it.
- If you have an opinion, say it. Change doesn't happen if no one speaks up.
- Club reps are able to vote on matters discussed in the meeting. They should vote on how members from their club would benefit and represent their club truthfully.

Club representatives are responsible for taking any information from meetings back to their clubs. It is recommended that clubs provide a time for their club representatives to speak at sponsors meetings or instructional lessons that a majority of members are attending.

Committees

For anything that the Youth Board has decided to work on, it is beneficial to have a committee of 3-6 people who will spend more time and energy working on it.

Examples:

- Fundraising
- Social Media
- Scholarships
- D Camp
- C Retreat

Each committee needs a chair that will take the lead and make sure work within the group is completed. The Youth Board chair will check in with the committee chairs throughout the year regarding their progress. As committee chair, they are able to delegate responsibilities among the other members as long as they are willing and capable.

During meetings, committees should be given work time where they can brainstorm ideas and check on progress.

Meetings

For many youth members, business meetings are often a new concept. Running a meeting can be daunting. Some tips for running Youth Board meetings effectively are found below.

Frequency & Dates

Many Club/Regional Youth Boards have members and officers spread over a large geographic area that make in-person meetings difficult. For this reason, it is recommended to try to minimize the frequency of face-to-face meetings that representatives are required to attend. With technology today, it is increasingly simple to stay in contact with other board members without being in the same location.

Another aspect is **when** to hold meetings. Depending on what the board decides to take on throughout the year, meetings may be held at different times.

Example:

- 2 formal meetings per year
 - 1 in March in conjunction with Quiz Rally/spring regional meeting
 - 1 in November in conjunction with the fall regional meeting
 - Board members may also have conference calls in between face to face meetings, especially when planning an event
- Duration
 - March Meeting is ~2 hours
 - November Meeting is over 2 days
 - ◆ ~5 hours Saturday
 - ◆ ~3 hours Sunday
- Topics
 - March: recap the fall meeting, discuss specific plans for summer YB events.
 - November: recap events of the year to give feedback to region, form and work in committees, discuss any major changes for YB events or other.

Possible Events

Junior D Camp

- For D members and prospective members

Ground School

- Workshop for teaching new members how to make presentations
 - How to make an interactive activity
 - Kahoot, jeopardy, scavenger hunt, hands on activity (putting bridle together, cleaning tack, setting up jump etc.)
 - How to find information from book and standards

Club Clinic Day HM sections

- Organize HM instruction during ride times

Morale Event

- Movie night
- Trail rides
- Pool party
- Team building games

- Holiday Party fun kid activities

D-eventing Derby

- Hosting an event at a local facility for D level members to ride a dressage test and jump in a safe environment
- Run like a rally - CHMJ and AHMJ can be YB members/board.
- Rally positions such as organizer is run by board members, can get assistance from region and clubs that have run rallies before

Rally/rating preps:

- Preps hosted by YB, can be used for rally prep or rating prep for members
- Great teaching opportunities for members who are preparing for HB or HA
- Mounted and unmounted

Newsletter

- Newsletter created and published by the Youth Board
- Distributed to members however many times a year as desired
- Can be a responsibility for the Secretary
- Previews upcoming national, regional, and/or club events with any available details, member spotlights, promotes Youth Board activities, etc