

## **Steps to Creating a Junior Board**

- 1) Contact clubs in your region who have upper level members to recruit people who might be interested in being on the Junior Board. Post on regional digests and contact clubs to find potentially interested members.
- 2) Set up a convenient time for your first meeting. Hold it in conjunction with a camp or rally that many clubbers will already be at so that transportation is not a problem. Encourage every club to send a representative.
- 3) At your first meeting, discuss policies and elect a board. Sample policies are included in this document.
- 4) Have your Junior Board set goals for the year and outline responsibilities. If you have enough people, assign committees to make as many people as involved as possible.
- 5) Make sure that contact information is taken and your next meeting is set up. Use the goals to keep members active between meetings!

## **FAQ's About Creating Your Own Junior Board**

### *What is a Junior Board?*

A Junior Board is made up of older members in a region. Most Junior Boards are made up of representatives from clubs and a board consisting of a president or chair, vice, secretary and treasurer.

### *Why should my region have a Junior Board?*

Junior Boards serve as a liason between a regions membership and it's governing body. It is a great way for regions to hear from their members about what they want and need. Additionally, many regions Junior Boards fundraise and put on clinics, camps, and preps to benefit others in the region. Junior Boards also are a great way to prepare Pony Clubbers to be part of the National Youth Congress(NYC) and National Youth Board (NYB).

### *Where do members of a Junior Board come from?*

Junior Boards are a natural home for High School and College aged Pony Clubbers. This is a chance for older members who want to give back and take a leadership role to shine! Many regions also have an adult board member as a liason.

### *What kind of things can Junior Boards do?*

Every region is different but some things that have been done are: D-level camps, regional socials, championships and festival cookouts, lower level preps, fundraising for upper level camps, and regional promotion.

### *My region doesn't have many upper level members, can I still have a Junior Board?*

Yes! Your Junior Board does not need to have a certification restriction. Some regions have an age minimum or simply an "active and mature" clause. What is important is that you have dedicated pony clubbers.

*What are some benefits of having a Junior Board?*

Junior Boards increases involvement of Upper Level Members as well as giving them, possibly, more opportunities to teach and assist in your regional activities. Members of Junior Boards are also primed to be members of the NYB and NYC. As many boards do fundraising and hold camps and preps, your region can receive help in holding and funding regional activities.

*Does my regions Junior Board have to be set up similarly to existing ones?*

No! Junior Boards have a lot of flexibility. Every region is different so your Junior Board can be set up to fit your needs. If a council, a larger working group, is appropriate, then try that out!

# Regional Junior Board Proposal Suggestions

1. Mission Statement
  - a. Encourage inter-club activities
  - b. Provide aspects of PC program difficult for small clubs lacking UL members to regional membership
2. Membership
  - a. Who will sit on the regional junior board?
    - i. Age restriction
      1. > 14?
      2. > 16?
    - ii. Rating restriction
      1. >D3?
      2. >C1?
      3. No restriction?
  - b. How many people will be on the board
    - i. 1 per club
    - ii. 2 per club
    - iii. As many as meet age/rating restriction
    - iv. Constant board size regardless of number of clubs
  - c. How will members be chosen
    - i. DC appointment?
    - ii. RS appointment?
    - iii. Club election?
  - d. How long will members serve on board
    - i. 2 years?
    - ii. 4 years?
    - iii. As long as they want?
  - e. If terms how will they be replaced
    - i. Replace half of board every year?
    - ii. Replace third of board every year?
  - f. If member resigns how will replacement be handled
    - i. DC appointment?
    - ii. RS appointment?
    - iii. Club election?
  - g. Will there be an application process for the members?
    - i. If so, is there a deadline
    - ii. Is an application form going to be provided?
3. Structure
  - a. Leadership
    - i. What are the duties of the chair/president
      1. Plan agendas for meetings
      2. Make sure committees are running smoothly
      3. Etc.
    - ii. What are the duties of the vice chair/president
      1. Assist chair/president
      2. Have assigned responsibilities?

- iii. How will Chair/President be chosen
      - 1. RS appointment?
      - 2. Adult board election?
      - 3. Junior board election?
    - iv. What other officer positions will be necessary
      - 1. Secretary
      - 2. Treasurer
      - 3. How will they be appointed
      - 4. What will their duties be
    - v. How long will the terms be
      - 1. 1 year
      - 2. 2 years
    - vi. Should there be term limits
    - vii. Will vice chair automatically become chair
    - viii. Will there be an adult advisor
      - 1. Or will there just be a contact on the adult board
      - 2. Or with a regional officer?
  - b. Members
    - i. What are the responsibilities of the members
      - 1. Attend a certain percentage of functions?
      - 2. Participate on a committee?
      - 3. Communicate with club and bring forward concerns?
  - c. Will there be committees for certain purposes
    - i. Camp Committee
    - ii. Fundraising Committee
    - iii. Planning Committee
    - iv. Etc.
- 4. Meetings
  - a. How will the board communicate
    - i. In person
      - 1. During adult board meeting
      - 2. Separate time of year
    - ii. Teleconference
      - 1. Is this possible?
    - iii. Online groups
  - b. How often will the board meet
    - i. Monthly
    - ii. Twice a year
    - iii. Four times a year
  - c. Where will the board meet
  - d. How will committees communicate?
- 5. Budget
  - a. Will the board require partial/full funding from region, Is this possible?
  - b. Will fundraising be necessary?

See what other Junior Boards are up to:

[http://cne.ponyclub.org/jr\\_board/Jr\\_Board\\_Policies.pdf](http://cne.ponyclub.org/jr_board/Jr_Board_Policies.pdf)

<http://lsrjuniorboard.webs.com/>

[http://c.ymcdn.com/sites/www.ponyclub.org/resource/resmgr/member\\_services/  
junior\\_board\\_reg.pdf](http://c.ymcdn.com/sites/www.ponyclub.org/resource/resmgr/member_services/junior_board_reg.pdf)

<https://sites.google.com/site/uspbsrjuniorboard/>

## **Policy and Proposal Example Resources**

### **Big Sky Region Junior Board Bylaws**

#### **What Is Junior Board?**

Junior board is a group of pony club members from around the region who are C1 and up and at least 14 years of age. The board meets two times per year: one time at the fall regional meeting and one time at the spring regional meeting after quiz. They will also correspond via email. The board is responsible for brainstorming ways to get older pony club members more involved in planning and organizing D Camp and creating fundraising ideas for scholarships and attending the national meeting.

#### **Executive Board**

The executive board of junior board consists of co-presidents and a secretary. The presidents should be 18 years of age or older. The co-presidents are from the western part of the region and the eastern part of the region. These are elected positions. The East side of the state is considered anyone in the Bozeman or farther east area, and the West side of the state is considered anywhere West of Bozeman. The presidents organize the events, lead the meetings and present their ideas to the regional council. The secretary keeps the list of all members in junior board and keeps track of meeting minutes.

#### **Other Members**

Ideally, each club should have two representing members on the junior board. In the case of smaller clubs, one member is acceptable. In the case of larger clubs, the club may suggest that the club sends more than two representatives, and the decision will be made by the co-presidents under the guidance of their advisor. If a club has a D3 who is older and is a good candidate for the junior board, the co-presidents along with the board advisor make the decision.

#### **D Camp**

D Camp East will be led the the East Co-President. It will be co-hosted by a club. The Club will do food, treasury and paperwork. With the input of the club and other east members of junior board, the president will create a schedule and plan the activities. The instruction will be done by junior board members, and if need be, they will hire one lead instructor from the community. This will be determined based on ability of instruction of junior board members. D Camp West will be done in the same manner.

#### **The Advisor**

The advisor is an adult leader in the region who is willing to meet with junior board and offer guidance if needed. The advisor will help them form a plan to run their meetings, but will understand that the members are capable of doing the tasks. The advisor will assist with answering any questions that the junior board has.

## **Fall and Spring Regional Meetings**

The junior board will attend the fall and spring regional meetings. They will spend the first half of the regional meeting in their own meeting. Then they will join at the end of the regional meeting to present their ideas and join discussions. The co-presidents will need to be sure to plan an agenda and share it with their advisor prior to meeting with the junior board. This will ensure a productive meeting.

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## **Great Lakes Region**

### **General Summary:**

Under the supervision of the Executive Board (EB), representatives from each pony club serve as leaders and role models. The primary activity for development of leadership experience is by giving back to the Great Lakes Region. This is done through assisting in the organization and implementation of fund raisers and instructional programs to members within the region. The funds from these fund raisers will go towards awards for the national opportunities of the members as well as preparation for those national opportunities. The JLC also functions as a means for communicating the needs and desires of the members to the EB, with the officer(s) as the liaison(s).

### **Membership:**

Each club will be represented by one member in good standing to form the basis of the Junior Leadership Council (JLC). The club representative should be your most active, most mature member of your club, at the clubs discretion. All United States Pony Club (USPC) members of the Great Lakes Region (GLR) are invited to attend JLC meetings, but only the club representative will have voting privileges. An active member must attend two meetings one of which being the spring and volunteer to assist for at least one JLC fundraiser per year. Active members are eligible for JLC awards. The JLC will elect its own set of officers which will meet, concurrently but separately, at the spring and Fall Regional Council (RC) meetings. In between each fall and spring meetings, there will be one additional meeting, resulting in a total of at least four meetings.

### **Advisor/Liaison**

The advisor is appointed by the Regional Supervisor (RS) on an annual basis in the fall. Demonstrates interest in assisting the membership of the JLC in all aspects of their responsibilities. Promotes leadership qualities in the youth. Assists in planning the educational offerings and oversees the activities conducted. Is kept informed of meetings and JLC activities. Regularly communicates with the RS concerning activities

of the JLC. Provides encouragement and direct support to the members in all JLC activities.

### **Officers:**

Elected annually at the spring JLC meeting by a majority vote of club representatives. All elected officers are required to attend spring and fall JLC meetings and any additional meetings in between. Attendance is required. The board may grant approval of one requested appropriate absence for winter or summer. In that circumstance, another officer will step into that position at the discretion of the board. Any officer not adhering to these regulations will be immediately removed from office. A new member will be elected by club representatives to refill the vacant office for the remainder of the term.

### **Nominations:**

The Board will form a nominating committee of three members after the fall meeting. The committee will search out all possible candidates and present a slate of their best recommendations for each board position at the Spring JLC Meeting. Candidates will preferably be upper level members who are mature, active in the region, and good communicators; working toward the good of the region.

### **Elections:**

Elections will be held at the spring JLC meeting. The recommended slate will be presented by the nominating committee. Nominations will also be accepted from the floor. Each position will be voted on individually. One vote is allotted per club and for each board member. Voting will be done by written ballot and counted by the JLC Advisor.

### **Duties of the Officers:**

#### *President*

Provides direct leadership for all JLC activities. Serves as a role model through active participation in regional activities. Presides at all meetings. Encourages involvement of all clubs. Communicates regularly with the advisor for guidance. Invited to attend EB meetings as a liaison. Gives reports of JLC activities at the bi-annual RC meetings. Promotes and assists with fundraising to provide award money.



### *Vice President*

Provides direct support to the president. Serves as a committee chair at the discretion of the president. Communicates regularly with the president. Takes an active leadership role in fundraising activities.

### *Secretary*

Attends meetings and takes accurate minutes. Provides a report of the JLC meeting in a timely manner to all meeting attendees, club representatives, DC's, the EB, and will publish a summary on the GLRPC digest. Maintains a list of current club representatives. Sends thank you letters as advised. Takes an active leadership role in fundraising activities.

### *Treasurer*

Attends meetings and gives a treasurer's report. Keeps accurate accounting of funds in the JLC treasury. Must regularly be in contact with the treasurer on the EB. Must work directly with the regional treasurer for all transactions. Reports to the president prior to the meetings. Takes an active leadership role in fundraising activities.

## **Communication**

JLC Activity Report will be distributed after each meeting. The JLC Board will have regular communication with the EB. It is the responsibility of the club rep to share information with clubs. Communication is of great importance and members should respond in a timely fashion.

## **Voting**

Club representatives and board members have voting privileges.

## **Regional Activities**

Members seek opportunities to be involved as examiners at appropriate levels, assist at upper level testings, provide instruction at lower level camps and activities, and in general respond to the needs of the region.

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## **The Regional Youth Board Proposal for NYUC Region**

### Mission Statement:

The Regional Youth Board (RYB) will create a communication bridge between the National Youth Board, who communicates directly with the USPC Board of Governors, and the members of different clubs in the New York/ Upper Connecticut

region. The Youth Board creates a way for clubs to become more active, and provide opportunities for pony club members to become more involved in the region. The Youth Board is a way to encourage both upper and lower level members to continue in pony club by promoting regional activities, which benefits clubs who may lack the support they need or desire.

#### Membership of the Regional Youth Board:

The Regional Youth Board will consist of USPC youth members, in good standing, who are at the age of 14 years or older. Each pony club, including centers, in the New York/ Upper Connecticut region will have their club elect one member to be part of the Regional Youth Board each year. Each club representative will serve a two year term such that there shall be two representatives for each club on the board. There shall be no term limits.

The District Commissioner of each club will approve the representatives chosen by the club who will serve on the Regional Youth Board for their pony club. If a representative resigns prior to the end of his/her term the District Commissioner of the club for which the member represents is responsible for appointing another member to the Regional Youth Board.

It is requested that elected members from each New York/ Upper Connecticut club submit a brief bio and their reasons for wanting to join the Regional Youth Board by October 15<sup>th</sup>.

#### Election of Chair and Vice-Chair:

There will be a Chair and Vice-Chair of the Regional Youth Board that will be elected by the members of the RYB. The Chair will serve a term of one year. The responsibilities of the Chair are to include, but not limited to: planning agendas for meetings, and making sure the committees of the board run efficiently. The Vice-Chair will also serve a term of one year. After their term as Vice-Chair, they will automatically be nominated for Chair of the Regional Youth Board the following year. The Regional Youth Board members must vote to elect the Vice-Chair as Chair. This gives the Vice-Chair the option to reject the nomination and allow the Regional Youth Board members to decide whether the Vice-Chair is capable of chairing the RYB. The responsibilities of the Vice-Chair include, but are not limited to, assisting the Chair, and also making sure that the committees under the Regional Youth Board run smoothly and efficiently.

#### Election of the Secretary and Treasurer:

There will be a Secretary and Treasurer of the Regional Youth Board that will be elected by the members of the RYB. Members can volunteer for these positions; however an election is required to make sure all of the members on the Regional Youth Board are

in favor. The Secretary will serve a term of one year. The responsibility of the Secretary is to keep the meetings on task, as well as take notes at each meeting, to help with review of decisions and accomplishments from the previous meeting held. Treasurer will also serve a term of one year. The Treasurer's responsibility is to keep track and record finances. The Treasurer is to report the balance of income and withdrawals at each meeting. The Secretary and Treasurer positions on the Regional Youth Board will work closely with the Secretary and Treasurer of the New York Upper Connecticut region. Both the Secretary and Treasurer positions will be filled by different members on the Regional Youth Board through election after the existing Secretary and Treasurers terms of one year have been expired.

#### Committees:

There will be two different committees under the Regional Youth Board. The Fundraising Committee will be in charge of planning ideas for fundraising, as well as putting together fundraising functions. The Planning/Function Committee will be in charge of planning and putting together functions that will help benefit clubs, such as small rallies, camps for all levels, and shows. These functions will help to bring clubs together as well as offer opportunities for younger members to meet and learn from upper level members. Additional committees may be added as necessary as long as the majority of members on the Regional Youth Board are in favor.

#### Members:

The members of the Regional Youth Board will consist of two elected members from each pony club within the New York Upper Connecticut region. The responsibilities of members who are not serving as Chair, Vice-Chair, Secretary, or Treasurer will be to attend fifty percent of the Regional Youth Board functions, to communicate and bring forward concerns from youth members in their clubs, and serve or lead a committee.

#### Meetings:

The Regional Youth Board members will meet six times a year, or every two months in person. This allows concerns, suggestions, and opinions to be brought to attention as soon as possible. Since the board is regional, the meeting place can be located somewhat central for all members. Members can also communicate through email and utilize the online Yahoo group to communicate between meetings. The committees will be able to communicate in person every two months, as well as utilize the internet. If necessary, free teleconferences can also be used as a way to communicate. A regional advisor will be present at the in-person meetings.

#### Budget:

The Regional Youth Board will use fundraisers to raise money. Fundraising will be held often, which is regulated by the Fundraising Committee. The money raised can be used for whatever the board feels is necessary, as long as the majority of the board are in favor. The budget will also be kept in-check and regulated through the Treasurer; therefore the Regional Youth Board will be able to fundraise according to their current needs.

First Year:

In its first year, the RYB wishes to educate the New York Upper Connecticut region, which includes all the clubs and their members, about the goals of the Regional Youth Board, and its purpose. The RYB will need to establish election and application guidelines and a sustainable fundraising plan in its first year. The RYB would like to organize one or two small events of its choosing for NYUC members in 2011.

Summary:

The primary mission of the New York Upper Connecticut Regional Youth Board is to increase involvement, expand regional activities, and provide additional leadership opportunities to *all* NYUC members. The RYB shall be in direct communication with every NYUC member through its club representatives, as well as with the National Youth Board through the NYB Area 9 delegates. The RYB shall be comprised of two members from each club who are at least 14 years old.