



AMHA Youth Council Job Descriptions

The Executive Committee of the AMHA Youth Council will be comprised of the President, Vice-President, Secretary, and Regional Directors.

- a) **President:** The President is elected every two years from the Council and must have served at least one term as a Regional Director prior to being elected President. At the time of election, the out-going President will become Ex-Officio. The President will preside over all Youth Council meetings; in the absence of the President the Vice-President will preside over the meeting. The President will maintain communication with the entire AMHA Youth Council through monthly emails and scheduled teleconferences and will maintain communication with the AMHA Youth Steering Committee and AMHA Youth Department through regular emails and scheduled teleconferences. The President will also assist, as needed, Regional Directors and Regional Representatives with developing active programs in all regions. The President is responsible for posting a message on the Youth Council's Yahoo Group at least monthly on the first Saturday of every month and assuring there are responses from all required council members. The President is expected to attend and preside over all Youth Council meetings, including those held at the AMHA Annual Convention, at the Grand National & World Championship Morgan Horse Show, all schedule teleconferences, and those held via the Internet. Furthermore, the President is responsible for raising \$300 per year in sponsorships to cover the costs of the Youth Council meetings and activities, solicit at least two horses to be used in the AMHA Youth Horse Judging Contest, promote all national AMHA Youth programs, be nationally visible and accessible to all youth members and to represent themselves as the AMHA Youth Council President at all times.

- b) **Vice-President:** The Vice-President is elected every two years from the Youth Council and must have previously served at least one term as a Regional Director. Candidates must be 17 years of age or younger. The Vice-President will preside over Youth Council meetings in the absence of the President. The Vice-President will maintain communication with the entire AMHA Youth Council through monthly emails and scheduled teleconferences and will maintain communication with the AMHA Youth Steering Committee and AMHA Youth Department through regular emails and scheduled teleconferences. The Vice-President will also assist, as needed, Regional Directors and Regional Representatives with developing active youth programs in all regions. The Vice-President also serves as a liaison between the AMHA Youth Council and all AMHA National Service Organizations and International Clubs. The Vice-President is expected to attend all Youth Council meetings, including those held at the AMHA Annual Convention, at the Grand National & World Championship Morgan Horse Show, all scheduled teleconferences, and those held via the Internet. Furthermore, the Vice-President is responsible for raising \$300 per year in sponsorships to cover the costs of the Youth Council meetings and activities, solicit at least two horses to be used in the AMHA

Youth Horse Judging Contest, promote all national AMHA Youth programs, be nationally visible and accessible to all youth members, and to represent themselves as the AMHA Youth Council Vice-President at all times.

- c) **Secretary:** The Secretary is elected every two years from the Youth Council and must have served for at least one term as a Regional Director prior to being elected Secretary. The Secretary handles correspondence from the AMHA Youth Council and works closely with the Youth Council President and Vice-President to maintain communication within the Morgan Youth Program. Minutes of all AMHA Youth Council business meetings are prepared by the Secretary and sent to the AMHA Youth Director for review, they will then be submitted to the Youth Council members for approval. The Secretary is encouraged to be present for all Youth Council meetings, including those held at the AMHA Annual Convention, at the Grand National & World Championship Morgan Horse Show, and those held via the Internet. The Secretary is responsible for sending thank you notes to all sponsors, donors, judges and volunteers of AMHA Youth activities as well as notes of congratulations to all major award winners (i.e. Gold Medal, AMHI Scholarship, AMHA Youth Horse Judging Contest, AMHA Youth of the Year Finals, AMHA Youth Person, and Youth Member of the Year); these duties may be delegated to Regional Directors or Vice-President, but it is ultimately the responsibility of the Secretary to ensure that all notes are completed and sent in a timely manner. The Secretary is also expected to participate in all discussions held via the Yahoo Group and to post updates at least monthly between the first and second Saturday of every month. Furthermore, the Secretary is responsible for raising \$300 per year in sponsorships to cover the costs of the Youth Council meetings and activities, solicit at least two horses to be used in the AMHA Youth Horse Judging Contest, promote all national AMHA Youth programs, be nationally visible and accessible to all youth members and to represent themselves as a member of the AMHA Youth Council at all times.
- d) **Regional Directors:** Regional Directors are elected every two years from the Council and must have served for one term as a Regional Representative. Members running for this office must be at least 14 years of age. Directors should participate in all AMHA Youth Council meetings including those held via the Internet, and are expected to attend, in person, the meetings held during the AMHA Annual Convention. Their presence at the meeting held during the Grand National & World Championship Morgan Horse Show is also strongly encouraged; if they are not able to attend, they are encouraged to send a person in their place who will hold all the voting privileges of that office. Regional Directors' will help coordinate activities and programs throughout their region and also assist with all national level activities as needed. Regional Directors are expected to participate in all discussions held via the Youth Council Yahoo Group, to submit written reports of activities in their region to the AMHA Youth Director and to the Youth Council via the Yahoo Group at least between the first and second Saturdays of each month, and serve as a liaison between the youth members and youth clubs of their region and the AMHA Youth Department. Furthermore, Regional Directors are responsible for raising \$250 per year in sponsorships to cover the costs of the Youth Council meetings and activities, solicit at least two horses to be used in the AMHA Youth Horse Judging Contest, promote all regional and national AMHA Youth programs, be regionally visible and accessible to all youth members, and represent themselves as a member of the AMHA Youth Council at all times.

- e) **Regional Representatives:** Regional Representatives will be selected on an annual basis by the Executive Committee of the AMHA Youth Council based on nominations submitted to the AMHA Youth Department. Candidates must be at least 12 years of age. Regional Representatives will serve a one-year term. Regional Representatives are encouraged to attend all Youth Council meetings including those held via the Internet. Regional Representatives are encouraged to maintain contact with the Regional Director for their region and to assist with any and all youth activities occurring throughout their region as available. Regional Representatives are responsible for learning about the various programs available through the AMHA Youth Department and helping to promote them on a local level. Regional Representatives are encouraged to participate in fund-raising to help cover the costs of the Youth Council meetings and activities.

- f) **Ex-Officio:** The Ex-Officio will be the immediate past President of the AMHA Youth Council. It is possible that the Ex-Officio may concurrently hold another seat on the Youth Council, provided he/she meets the age restrictions. The Ex-Officio will serve as a liaison between the AMHA Youth Council and the AMHA Youth Steering Committee. The Ex-Officio will have no voting privileges of the Council except when serving in place of the President; in the event that the Ex-Officio is also serving as another member of the council, i.e. Regional Director, he/she will maintain the voting privileges of that position.