

# **Washtenaw 4-H Horse Association Adult Board Roles and Responsibilities**

## **Adult Board Member at Large (1 year term, 2 positions)**

All Adult Board members are responsible for attending monthly Association and Board meetings, being a certified 4-H Volunteer, and abiding by the 4-H Guiding Principles and 4-H Volunteer Code of Conduct. Adult members are meant to advise youth in various on-goings with the Washtenaw 4-H Horse Association including (but not limited to) the Washtenaw 4-H Youth Show, Horse Association Tack Sale, Spring Round Up Show, fundraisers, committee oversight, educational programs/workshops, and other 4-H horse related activities. Adults are encouraged to provide their input and experience, jump in with a helping hand where needed, and to lift up the youth in their leadership roles.

## **Barn Superintendent (2 year term, 2 positions)**

Barn Superintendents will hold the same responsibilities as an Adult Board Member at Large and will also be responsible for the oversight Barn E (cement) or F (dirt) at the Washtenaw 4-H Youth Show. Barn superintendents have the responsibility of coordinating set up and tear down of their specific barn or finding an adult volunteer who is willing to coordinate. These superintendents are in charge of making sure that rules relating to stall placement, decorations, horse safety, and barn cleanliness are followed during the Youth Show. The Barn Superintendents will also help 4-H staff in organizing overnight barn checks for their specific barn during the Youth Show.

## **Treasurer (2 year term)**

The adult treasurer will hold the same responsibilities as an Adult Board Member at Large and also is responsible for the finances and other monetary issues regarding the 4H Horse Association. They are tasked with following the 4-H Financial Guidelines (found here:[https://www.canr.msu.edu/uploads/resources/pdfs/4h1203\\_4-h\\_treasurers\\_financial\\_manual\\_web.pdf](https://www.canr.msu.edu/uploads/resources/pdfs/4h1203_4-h_treasurers_financial_manual_web.pdf)). The Adult Treasurer will work together with the Youth Treasurer to reconcile bank statements, keep track of an annual budget, provide monthly Treasurer's Reports, and keep track of all income and expenses throughout the year. The treasurer is also responsible for preparing and submitting the 4-H Annual Financial Report Summary and turning that into 4-H Staff each fall.

## **Washtenaw 4-H Horse Association Youth Board Roles and Responsibilities**

All youth must be 13 by January 1<sup>st</sup> of current 4-H year to be eligible for a Board Position, unless running for JR Member at Large (open to ages 10-12)

1. All Positions:
  - a. Shall attend all Board Meetings- held monthly.
  - b. Shall be expected to help at horse functions including spring round up, clinics, youth show, etc.
2. President:
  - a. It shall be the duty of the president to preside at all meetings of the association.
  - b. Shall attend all Board Meetings.
3. Vice-President:
  - a. It shall be the duty of VP to perform the duties of the Pres. in the event of disability or absence from meetings.
  - b. He or she shall perform such other duties as are usual for such an officer.
4. Secretary:
  - a. It shall be the duty of the secretary to keep all records of membership, attendance of Adult Advisors & Officers, record and preserve minutes of such meeting, make required reports, and all such duties usually pertaining to his or her office.
  - b. Must provide a copy of minutes to Extension Agent and membership at the next meeting.
  - c. Responsible for taking attendance.
5. Corresponding Secretary (CS):
  - a. It shall be the duty of the CS to conduct all correspondence relating to the Association, shall issue all notices of meetings, and perform all other duties pertaining to the office that shall be designated by the Pres. and/or Board of Directors.
6. Treasurer:
  - a. It shall be the duty of the treasurer to keep accurate financial records and statements, and shall have custody of all funds.
  - b. The Treasurer will prepare each monthly financial statement and present it at the Board Meeting.
  - c. Treasurer will prepare annual reports to submit to Extension Office in the Fall.
  - d. Assisted by adult treasurer.
7. Member at Large (2 positions):
  - a. Attend all meetings, assist fellow board members as needed.
8. Junior Member at Large (2 positions):
  - a. For youth ages 10-12.
  - b. Attend all meeting, assist fellow board members as needed.