



## 4-H Horse Handbook

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Dear 4-H Horse & Pony and Horseless Horse Project Members and Families:

Welcome to the Outagamie County 4-H Horse & Pony and Horseless Horse Project. This is a great way to learn about caring for horses/ponies and to further develop your equine skills. To help you, the Outagamie County 4-H Horse Association has planned a program filled with educational meetings, clinics, shows and special activities listed in this handbook. As you read through this handbook, you will get a better understanding of the many challenging and fun opportunities that are available to you. We encourage you to participate in as many activities as you can to enrich your learning experience and to further develop your horsemanship skills.

### PROJECT INFORMATION

If you have received this handbook, it is because you have enrolled in the horse & pony or horseless horse project(s). As members of these projects youth will have the opportunity to learn:

- ❖ Leadership, initiative, self-reliance and sportsmanship
- ❖ Decision-making skills
- ❖ Communication skills
- ❖ How to get along with others and make new friends
- ❖ Characteristics of horse and pony breeds
- ❖ Selection and judging of horses and ponies
- ❖ Proper care, feeding and management
- ❖ How to keep your horse and pony healthy
- ❖ Selection and proper care of equipment
- ❖ How to improve horsemanship
- ❖ Important safety guidelines

### OUTAGAMIE COUNTY 4-H HORSE ASSOCIATION

The Outagamie County 4-H Horse Association is an organization recognized by the 4-H Adult Leaders Association to provide leadership and direction to the 4-H horse/pony & horseless horse members. It is comprised of ALL youth enrolled in any of the 4-H horse projects, adult leaders in the horse project and parents of members. A Board of Directors, selected from and elected by members of the association, oversees the organization and implementation of the activities of the association.

### PURPOSE

**The Horse Association plans and sponsors educational activities in horse science that will enhance the growth and development of youth.**

### RECORD BOOKS

All project members are required to submit a record book in order to achieve and to compete for awards. Record books must be completed and turned in to your club main leader by the date set by your club. The books are then evaluated and awards are determined. Be sure to include participation in all horse project meetings, events and activities as part of your record keeping.



## 4-H Horse Handbook

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### REQUIREMENTS

The following requirements are to be met by each member to be eligible for fair trophies, year-end awards and the privilege of participating at state and regional/national competitions.

1. Each member must attend 3 full monthly (Tuesday) educational meetings (maximum of 1 substitute meeting). See calendar for dates.
2. Each member showing his/her project horse(s) must attend (3) 4-H horse clinics, two of which must be with their project horse(s). If you are showing 2 horses, each horse must attend 2 clinics. One of the clinics must be a clinic held at the Outagamie County Fairgrounds location; no more than one can be a substitute clinic. Most clinics are held at the county fairgrounds. See clinic schedule for dates & locations.
3. Each family will be responsible for raising \$35 through donation, fundraising, and/or sponsorships. This excludes club fundraisers (i.e., brat fry, car wash, etc.).

Additional sponsorship money – this would be money that is earned by a parent or other adult member. If desired, the adult earning such money can designate where that money is to be used within the horse association. It can be designated to a specific child to be used toward their \$30 requirement or it can be designated to be used for a specific area of the program (i.e., open show, driving, etc.).

4. Each member will be responsible for two (2) hours of volunteer work at any Outagamie County 4-H Horse Event. Any volunteer time for a County or State 4-H function related to the horse project is eligible. Volunteer hours for the current year must be completed BEFORE July 1, 2016. (NOTE: Any hours worked after July 1, 2016 will count toward the 2017 volunteer hour requirements. As a club, we may be asked to coordinate the food stand at the Lara Plamann Memorial Show. If you volunteer to work at the food stand or help with other show needs, the time will count toward your volunteer hours.

All horse and horseless horse member will need to participate in a Community Service event or activity that is sponsored or approved by the Outagamie County Horse Association. Your participation is mandatory; this requirement can either be completed by donating time or items to a designated event/organization. It is possible that the club member may have their own event or organization they wish to donate their time or items to, but will need to be approved by the board of directors.

5. Specific requirement to be able to attend state sponsored events  
If attending the 4-H State Hunter/Jumper & Dressage show these requirements must be met prior to June 1st:
  - 1) Attend 3 education meetings
  - 2) Sponsorship, health form and checklist submitted
  - 3) Volunteer hours completed
  - 4) Community service completed
  - 5) Must have been a member in good standing previous year by due date of July 1<sup>st</sup> which includes attending required clinics with animal



## 4-H Horse Handbook

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If attending the State Judging, Hippology, Demonstration, Speech events:

Date to determine member in good standing as of May 1 if wishing to attend Wisconsin State Judging, Hippology, Demonstration, Speech Event these requirements must be met prior to May 1<sup>st</sup>:

- 1) Attend 2 education meetings
- 2) Sponsorship, health form and checklist submitted
- 3) Community service completed
- 4) Must have been a member in good standing previous year by due date of July 1<sup>st</sup> which includes attending required clinics with animal

### 6. PARTICIPATION RECOGNITION

Your participation at learning opportunities, shows, horse project functions, fund-raisers, sponsorships and team education participation will determine recognition.

Anything listed that you have an interest in helping with, please contact a board member. There will be a sign up sheet at all functions for you to sign to receive credit for the functions. It is your responsibility to make sure you sign up so you receive credit.

There will be three tiers for awards for fundraising including \$100, \$200, \$300 and up.

7. Please note that all requirements have a cut-off date of July 1<sup>st</sup> for a member to be considered in good standing. Only members in good standing are permitted to participate in state events and to receive trophies at the fair show in July.
8. Expectations for use of social media

Social media tools allow for the members of 4-H and more specifically to the Outagamie County 4-H Horse Association, their families and friends to participate in the greater conversation. We want each member to share their experience, knowledge and expertise to others in our horse community and those we touch through social media. We expect those using social media tools to adhere to the following guidelines when posting as it relates to 4-H and the horse association:

- Use social networks responsibly (no spamming, no using the tool for unintended purposes, bullying or using in an inappropriate manner, in accordance with the 4-H code of conduct).
- Be aware that once something is posted to the Internet it is permanent.
- Use appropriate language, communication and digital images.
- Be respectful. Express differences in opinion in a professional manner and tone. Avoid non-productive exchanges. Never use ethnic slurs, personal insults or obscenity in a conduct that would be unacceptable in a face-to-face exchange.
- Be informed. Get your facts straight before posting them on social media.
- Use social media to open doors, not close them. Ask yourself if the image you are projecting through your content is one by which you want your friends, parents, club members or the 4-H organization would want to know about you?
- Understand that what you post as an individual can reflect on the organizations, schools, or groups you are affiliated with. In other words, if you would not share it with your grandparents do not share it on social media.



## 4-H Horse Handbook

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- Do not post material that is threatening, harassing, illegal, obscene, defamatory, libelous or hostile toward any individual or entity. If you feel the need to post a frustration avoid hash tagging as it relates to 4-H, horse shows, horse judges, judging, Outagamie County, etc. If you are unhappy about something tell the person face to face or private written communication, posting it to social media is forever. If the organization did not ask you to write about your dissatisfaction, then do not tag the organization.
- It is each member's responsibility to monitor yourself and others, if you feel that someone in 4-H has violated these guidelines, please share with one of the adult or youth board members, we will look into it and will take your concern seriously.

Whether you want to believe it or not, others are reading what you write. Some of those people are those that you may not even be aware of what you have written, or you probably would not have posted it. If you choose to post something outside of the guidelines listed above it could be construed as a violation of the 4-H Code of Conduct. This could result in loss of premium, the ability to participate in 4-H, or could result in dismissal from 4-H all together.

9. Your Premise ID Number **MUST BE** on your entry form and also on your Coggins form in order to show at the 4-H county fair and any open show sponsored by Outagamie County 4-H Horse Association. (It may be hand written on Coggins form). If you need information on obtaining a Premise ID, please go to: <http://www.wiid.org/livestock-premises-registration>
10. Project horse(s) must be declared when the registration form is turned in to the superintendent in May. Each participant may identify two horse(s) as their project horse(s). The horse(s) you identify and show at the County Fair are the only horse(s) you can take to the State Hunter/Jumper & Dressage Show, State Gymkhana Show or State EXPO. Substitutions at the fair show may only be made with a veterinarian or farrier's written excuse stating the medical reason. The substitute horse must have met our clinic requirements to be eligible to show at fair (this final decision will be at the discretion of the board).

\*\*2 copies of Coggins test are due in April and must be in the hands of the person holding the coggins book before unloading your horse at any clinic or show.

\*\* Original Coggins papers must be with the vehicle that is transporting the horse.

### **Exceptions:**

1. Members will be excused from the educational requirements if they attend college or have any conflicts, which would hinder them from meeting the educational requirements. Members must write a letter to the Board of Directors explaining why they should be excused from the requirements. (Letters need to be turned in to the president no later than July 1<sup>st</sup> for educational requirements.) There is also a substitute educational form to be used in the place of educational meetings. (See form in handbook)
2. Members (Horseless Horse and Horse & Pony) who are not planning to show a horse at the county fair will be excused from bringing a horse to a clinic. All members, however, are required to attend 3 horse clinics (without a horse).



## 4-H Horse Handbook

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### BOARD OF DIRECTORS REQUIREMENTS (Youth & Adults)

1. Board members are elected to help facilitate and run the association and meetings. If a board member is unable to attend a meeting, he/she should email the President 24 hours in advance if at all possible.
2. Board members are expected to attend both the Board Meetings and General Meetings as scheduled. If a board member misses 3 meetings, this shall be grounds for Board action and the board will nominate a replacement and membership will vote.

### PROGRAM OPPORTUNITIES

1. EDUCATIONAL MEETINGS – Meetings of the Outagamie County 4-H Horse Association are held on the fourth Tuesday of the month (January, February, March, April, May, June and October). A calendar of educational meetings is in the appendix called **Educational Meetings/Learning Opportunities**. Date and place of the meeting may be canceled or changed by the board. Always check our website for up-to-date information: [www.outagamiecounty4horse.com](http://www.outagamiecounty4horse.com).

The Board of Directors meets at 6:00 p.m. with the general meeting beginning at 7:00 p.m. The educational meeting consists of a horse related program for the membership and an informational meeting.

2. HORSE AND PONY CLINICS – Clinics are set up for the project members to learn about show procedures and expectations. Members may participate with or without their horses, although members must bring their project horse(s) to two clinics (see specifics in requirement section). Adults **MUST** accompany any minors and only youth members are allowed to ride. The instructional session may include mock shows, fun shows, tack cleaning, different riding styles, grooming, etc. Clinics begin in May. (See calendar)
3. COUNTY FAIR HORSE SHOW – The Outagamie County 4-H Horse Show will be a split show in 2016. English, Western, Trail and Driving will be held the Saturday BEFORE fair and will start at 8:00 a.m. Dressage and Gymkhana will be held the Saturday during the week of fair (start time to be determined) with Dressage first and Gymkhana to follow. **NOTE:** Gymkhana classes are canter classes (no walk/trot will be permitted). These shows represent the culmination of what each member has learned so far about caring for and showing their horse.

Members demonstrate their skill and knowledge before a judge in a friendly and competitive manner. Members sign up for the Fair Show at the May meeting. You must also sign up for the premium classes on your fair entry form that gets returned to your club main leader.

Every effort will be made to select a judge who is impartial to our 4-H members. Members, parents, trainers, spectators will not be able to approach/talk to the judge until the show is completely finished. Some judges like to talk to the riders after a class and before the participants exit the ring, this is done at the judge's discretion. Any questions related to patterns or how a class will be run need to be directed to the Ring Steward or Fair Superintendent.



## 4-H Horse Handbook

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As it relates to showing – horses shall be serviceably sound. Unruly, unsafe or unsound horses will be excused from the ring. Determination of unsafe or unruliness will be left to the judge and/or fair superintendent. Determination of unsoundness will be left to the judge at the time of the class. Unsoundness shall not penalize a rider in equitation classes unless it is sufficiently severe to impair the performance of the horse or is detrimental to the horse.

4. **DISTANCE RIDING PROGRAM** – This is a self-paced program, which requires the logging of hours members spend with their horse or pony in riding, training, grooming, stall cleaning or showing activities. Awards are given to youth who log 150 hours or more. The riding log must be turned in to the Board of Directors or designated person by the first Saturday in October for approval. (Program runs 10/1 – 9/30 each year.)
5. **HIPPOLOGY** – This activity measures members' knowledge of horses. In hippology, members may be challenged on the knowledge of horse parts and conformation, colors and breeds, feeding and housing, grooming, tack or anything else that relates to horses. There may also be written questions, slides, judging and team problems. Youth can participate on local, district, state, regional and national levels.
6. **HORSE BOWL** – This provides an opportunity for members to demonstrate their knowledge of equine related subject matter in a competitive setting. Horse bowl is a take-off of the college bowl television program where instant recall of a vast array of bits of equine information is required. Like hippology, youth learn about all aspects of horses and horsemanship. Junior and senior teams are established for activities at local, district, state regional and national levels. Each team is made up of four members (one member is selected to be captain) and a coach (who must be a certified 4-H leader). Questions are taken from the available 4-H literature, horse show rules and regulations, and other references.
7. **HORSE JUDGING** – This activity is designed to help members learn to make decisions and defend them based upon facts gathered from observations. The results will emphasize conformational structure and soundness of the horse and pony so that obvious faults are recognized, because you judge the horse it doesn't mean it makes the quality better. The educational process starts at the local level but may go on to district, state, regional and national competition. Horse judging can be done on an individual basis or as a team either junior or senior depending on the age of the participant. In learning these skills, project members will learn communication skills, organization, and increase self-confidence.
8. **TEAM PROBLEMS** – This activity is where a team of three or four members are given an equine related problem. The team works together to come up with a solution to the problem and present their solution to the judge(s). The activity shows the member's knowledge of horses, their problem solving skills and their presentation skills. 50% of the team's score is based on their solution to the problem and the other 50% of the score is based on their ability to work together as a team. There may be more than one problem with varying amounts of preparation time in a given contest.
9. **HORSE AND RIDER DEMONSTRATIONS** – This is sometimes referred to as "KUR" and is a program designed for project members to utilize their particular area of equine expertise by planning, describing in writing and performing a three to five minute program for an audience. This may be done as an individual, with a partner, or in a small group. The demonstration must be appropriate to the knowledge and skills of the individual rider and horse. The programs could be dressage, jumping, English riding, Western riding and reining and trail



## 4-H Horse Handbook

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riding patterns, lunging and driving demonstrations. Comparisons of style of riding, style show on horseback, parade of breeds and uses of horses may be used as well.

10. Year-End Social – This recognition event is held at the end of the 4-H year (see calendar for date, time and location). Election of new officers (youth and adult board members) takes place at this meeting and awards are presented to participants and may include the following:
  - Most sponsorships
  - Distance riding logs
  - State shows and events
  - Fundraising awards
  - Graduating 4-H members
  - County sportsmanship award winner
11. COGGINS - Coggins is a blood test required in the state of Wisconsin to show your horse(s) at a public event. The 4-H Horse/Horseless project requires that all members leave two (2) copies of the original coggins test (current year) and a picture of the horse, before any participant can bring his/her horse(s) to the fairgrounds for clinics or shows.
12. HORSE SHOW CLOTHING AND EQUIPMENT  
Please refer to the Wisconsin 4-H Horse Project – Equestrian Guidelines at the link below (which are subject to change):  
  
<http://fyi.uwex.edu/wi4haganimalscience/files/2014/06/Equestrian-Guidelines.pdf>
  - Header attire should compliment his/her driver's attire (required at State). A hat/helmet and proper footwear are required.
  - Half chaps will be allowed at our county fair, but are not allowed at the State level or any non-schooling events.

### Horseless Horse Project

The horseless horse project is designed to give members who don't have a horse the chance to learn more about horses and potentially participate at the fair. Members of this project are invited to join in ALL horse related activities and are expected to meet the same project requirements as those enrolled in the horse project to be eligible for fair trophies year-end awards and participation in state competitions. (See requirements - page 2)

1. If the opportunity arises, members of this project may be paired up with a 4-H horse leader or 4-H horse youth who teaches them about horses and what it takes to manage them.
2. There is a ten-hour minimum requirement of working with a project horse before the horseless horse person is eligible to compete at the fair with the horse.
3. The horseless horse person may show at the fair with the permission of the 4-H horse project family furnishing the project horse & completion of the horse forms (see appendix C).
4. Horseless horse members can enter only designated horseless horse class. The Horse Association encourages horseless horse members to advance after 2 years to the Horse & Pony project through ownership, managerial, leasing and educational.



## 4-H Horse Handbook

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### STATEWIDE COMPETITIONS & EDUCATIONAL OPPORTUNITIES

Members are encouraged to attend or participate in other horse shows during the 4-H year besides the county fair. There are four major state 4-H sponsored horse events held annually:

***State Horse bowl, Hippology, Public Speaking & Demonstration Contest*** (held in May)

- Individual and county teams participate in this event. This is a non-horse event and the youth competing do not need to qualify at the county level to participate.

***State Hunter Jumper/Dressage Clinic & Show*** (held in June)

- Youth competing do not need to qualify at the county level to participate. Participants may bring two horses; one for Hunt and one for Dressage if the horses are identified as their project horses at the county level

***State Gymkhana*** (held in September)

- Youth competing do not need to qualify at the county level to participate. Gymkhana involves timed events with horses/ponies like barrel racing, etc. The youth compete in their own age brackets.

***State Expo*** (held in September at State Fairgrounds, West Allis)

- Youth competing do need to qualify at the county level, if showing a horse or pony (to include horseless horse members). There are also NON-qualifying educational events for all 4-H project members also that require pre-registration. They include: judging, clothes horse, posters, photography, model horse, woodworking, crafts, drawing and painting, scrapbooking, team problems and vet science. For a complete list go to: <http://fyi.uwex.edu/wi4haganimalscience/state-4-h-horse-expo/>

The Statewide Calendar of events for 2016 can be found in this link:

<http://fyi.uwex.edu/wi4haganimalscience/horse/>

**To show a horse at these competitions the participant must be in grade 6-13 of the show year and a member in good standing with the Horse/Horseless Horse project (see requirements on page 2).** At State Expo, any of the horse/pony or horseless members who are in good standing may participate in the educational events.

### ADDITIONAL EDUCATIONAL OPPORTUNITIES

While the county horse and pony project provides many educational opportunities for the horse member and their family, there are other opportunities that one can also attend. These are not necessarily 4-H sponsored events but offer a wide variety of experiences to learn from as well as participate in.

- Horse-a-Rama – held in May at the Manitowoc County Expo Center. There are vendors, speakers and demonstrations.
  - This event is to promote and maintain an interest in horses and to expose the public to the varied aspects of the equine industry. There are a variety of vendors, speakers and demonstrations.





## 4-H Horse Handbook

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- Midwest Horse Fair – held in April at the Dane County Expo Center, Madison.
  - One of the largest three day horse events in the country! There is not only educational opportunities but also numerous vendors, speakers and demonstrations. A must for the horse lover. Take in one day or stay for three. Website: [www.midwesthorsefair.com](http://www.midwesthorsefair.com).
  
- Area Animal Science Day – held in June.
  - Sponsored by the Wisconsin 4-H Foundation, UW Extension and UW Madison Animal and Dairy Science Departments. The objectives are to increase the availability of educational opportunities in the 4-H Animal Science Projects, increase decision making skills through judging and grading experience and to increase the knowledge of animals through breeding and market evaluation and management information.



## 4-H Horse Handbook

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### **CONSTITUTION FOR OUTAGAMIE COUNTY 4-H HORSE ASSOCIATION**

#### ARTICLE I - NAME

The name of this organization shall be the Outagamie County 4-H Horse Association.

#### ARTICLE II - PURPOSE

- Section 1: To plan, promote and implement educational programs in the horse science project for Outagamie County youth, leaders, and parents in consultation with the County 4-H Youth Development Educator.
- Section 2: To plan and sponsor educational activities in horse science that will enhance the growth and development of youth.
- Section 3: To encourage interest and promote the 4-H youth program with horses and ponies as the means.
- Section 4: To encourage interest and promote the Horseless Horse 4-H Youth Program.
- Section 5: To sponsor the Outagamie County 4-H Fair Horse Show.

#### ARTICLE III - MEMBERSHIP

- Section 1: It is the policy of the Outagamie County 4-H Horse Association that no eligible student, client, or participant shall be denied admission to or participation in any of the benefits, programs or courses offered or sponsored by the association, nor be denied admission to any facility owned or operated by the association or any of its divisions or units because of that person's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- Section 2: The membership shall consist of 4-H leaders, youth and parents of members enrolled in any portion of the 4-H horse project in Outagamie County.
- Section 3: A person shall be entitled to vote if he/she is a member, leader, or parent of a member in any portion of the Outagamie County 4-H horse project.

#### ARTICLE IV - OFFICERS

- Section 1: Officers shall be President, Vice President, Secretary, and Treasurer.
- Section 2: Officers may be adults or youth.
- Section 3: All adult board members must complete the county 4-H volunteer orientation.



## 4-H Horse Handbook

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### ARTICLE V - BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of the following:

- A. Elected Officers of the Association
- B. County Resource Leader(s) and/or fair superintendents
- C. Immediate Past President of the Association
- D. At least two elected Adult Directors
- E. At least two elected Youth Directors
- F. NE District Youth and Adult Representative (State if from our county)

### ARTICLE VI - AMENDMENTS

Section 1: The constitution may be amended at any meeting by a two-thirds majority of the members present. Notice must be given at a previous meeting or through notification regarding the change in the constitution being considered.

### BY-LAWS

#### ARTICLE I - ELECTION OF BOARD OF DIRECTORS

Section 1: The Board of Directors, including officers and directors, shall be elected at a fall general meeting.

Section 2: Terms of Board of Directors, including officers and directors, shall be for two years with ½ of the Board elected alternate years.

Section 3: Resignation or unaccountable absence for three months shall be grounds for Board action. Board will nominate replacement and membership would vote on nominees.

Section 4: All adult and youth board will be enlisted in the search for board members each year.

#### ARTICLE II - CALENDAR YEAR

Section 1: A year of this Association shall begin on November 1st and terminate October 31st of each year

#### ARTICLE III - BOARD OF DIRECTORS DUTIES

Section 1: The President shall preside at all general meetings and special meetings and perform such other duties as usually attached to the office.

Section 2: The Vice President shall assume the duties of the President when the latter is absent or for other reasons unable to act.



## 4-H Horse Handbook

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- Section 3: The Secretary shall perform the usual duties that develop in such office.
- Section 4: The Treasurer shall perform the usual duties that develop in such office.
- Section 5: The Board of Directors can conduct business as long as it is not contrary to the By-Laws and/or Constitution. The Board of Directors has the following authorities:
- A. The management and activities of the Association.
  - B. The discipline of the members.
  - C. Removal of members of the Board of Directors.
  - D. The expenditure of monies up to \$500. Expenditures above \$500 require approval from the voting members.
  - E. The auditing of books and records at least once per year.
  - F. Oversee the conducting of shows, contests, clinics, and exhibitions, relating to the purpose of the Association.
  - G. To assist the fair superintendent(s) as needed and/or requested.
  - H. To assist the county youth development educator in setting up appropriate programs.

### ARTICLE IV – MEETINGS

- Section 1: The annual awards banquet meeting shall be held at a fall general meeting of the Association.
- Section 2: The Association shall hold at least six meetings each year. The membership will be notified of any change.
- Section 3: Board meetings can be called at the request of the President or other Board members. The majority of the Board of Directors shall be present at each meeting.

### ARTICLE V – THE CLUB YEAR

The 4-H year is continuous and should be dated consistent with the county 4-H Leaders Association annual year. The Wisconsin 4-H membership year is defined as October 1 – September 30 for the purpose of definition in Wisconsin 4-H Policies.

### ARTICLE VI – THE CLUB FISCAL YEAR

The Wisconsin 4-H fiscal year is defined as July 1 – June 30. The 4-H club financial books must be rectified annually by June 30. The Annual Financial Report is included in the 4-H Charter Renewal Packet. IRS 990 filing must be completed by November 15.

### ARTICLE VII - QUORUM

- Section 1: Quorum for the transaction of business at a general meeting shall consist of at least 20 voting members. Quorum for the transaction of business at a Board of Directors meeting shall consist of at least 50% of the adult board AND 50% of the youth board.



## 4-H Horse Handbook

---

### ARTICLE VIII - DISSOLVEMENT

Section 1: In the event of dissolution of the Outagamie County 4-H Horse Association, any assets of the Association will be identified and first spent on educational activities for existing members. If there are additional funds, they will be given to the Outagamie County 4-H Leaders Association to be used for the benefit of the horse science project members enrolled in Outagamie County.

### **JOB DESCRIPTIONS FOR 4-H HORSE/HORSELESS BOARD POSITIONS**

#### Adult Board of Director Job Description\*

- Helps to determine the Association's yearly program
- Assists at all the Association's functions
- Voting member

#### Youth Board Member\*

- Helps to determine the Association's yearly program
- Assists at all the Association's functions
- Voting member

#### Youth District Representative\*

- Represents our district at the State and District meetings
- Assists at all the Association's functions
- Voting member
- Acts as a correspondent between the county and the state
- (A member running for this position must be enrolled in the Youth Leader Project)

#### President

- Helps to determine the association's yearly program
- Assists at all the Association's functions
- Non-voting member/only votes in the case of a tie
- Acts as a liaison between the Extension Office and the Association
- In charge of the Educational Meetings/Clinics
- Responsible for agendas for Board meetings
- Responsible for news articles for the 4-H newsletter
- Responsible for yearly inventory of Association's equipment
- Will delegate responsibilities for various functions throughout the year
- Coordinate annual inventory of shed contents
- Holds gate key

#### Vice-President

- Duties are the same as the president – takes over at meeting when president is unavailable
- Voting member
- Has been in charge of the Association's Open Horse Show
- Holds gate key
- Becomes president the following year



### Past President/Adult Board

- Helps to determine the association's yearly program
- Assists at all the Association's functions
- Voting member

### Treasurer\*

- Helps to determine the Association's yearly program
- Assists at all the Association's functions
- Voting member
- Responsible for keeping accurate records of the Association's money
- Presents the current checkbook balance at meetings
- Prepares year-end balance to the Extension Office at the end of the year
- Responsible for fundraiser records (collection and record)
- Responsible for sponsorship records (collection and record)

### Secretary\*

- Helps to determine the Association's yearly program
- Assists at all the Association's functions
- Voting member
- Responsible for taking accurate meeting minutes at both the board meetings and the association meetings.
- Responsible posting minutes at the Association's meeting
- Responsible for handing out a hard copy of the minutes to board members
- Hands in copies of minutes to Extension office

\* = 2 year term

### County Resource Leaders and County Fair Superintendents

- Non-voting members
- Resource to association and liaison with Extension Office
- Help with project education
- Assist with fair entries and judge

### Adult District/State Representative

- Non-voting members
- Liaison between state 4-H Horse Association and county 4-H Horse