

Creating Regional Youth Boards

A Regional Youth Board (RYB) is a group of USPC youth members who are passionate about Pony Club and wish to have a stronger impact on their local clubs and regions. RYBs can provide an empowering platform for Pony Club members to take on leadership positions, actively participate in events and projects, and boost unity and camaraderie within clubs and regions.

The guidelines below outline the general structure of an RYB, how they might function, and projects they might take on. Each youth board, whether in a region or a club, has the flexibility to operate in any way that is convenient, and take on projects that are impactful and meaningful to their regions.

Have questions? Need support getting started? Reach out to the chair of the National Youth Board at nybchair@ponyclub.org.

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1. Mission Statement

Name of the Board: (Region or Club) Youth Board

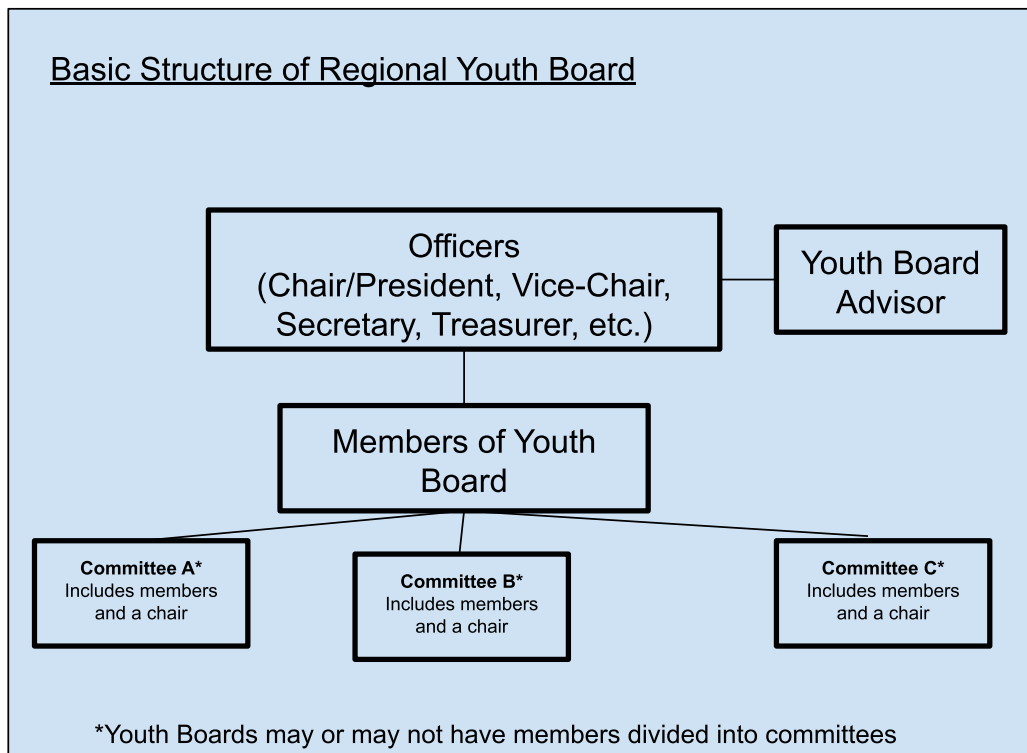
Mission: Describe broadly what your youth board is trying to accomplish.

Example:

The Mission of the _____ Region Pony Club Youth Board is to encourage the leadership education of Pony Club members through event organization and coordination of group activities within (region or club). In doing so, we strive to create a communication bridge between Pony Club members and their regional officers.

2. General Structure:

A RYB will consist of three main parts: The officers, members, and an adult supervisor.



3. Members and Representatives in a Regional Youth Board

Members of the RYB should be passionate about USPC and active in their region. Each board is able to set its own restrictions on age and certification for participation. Members of the board should be able to fulfill their duties independently. Guidelines and expectations should be set for the board to ensure that all members are aware of the commitments and duties that they will be taking on.

Examples of Member Requirements:

- A. Representatives are appointed by club and region leaders based on maturity and responsibility rather than age or certification
- B. Representatives must be 12–18 years old and at least a D-3 HM.

Regional boards may also set a maximum number of representatives per club as needed

Examples:

- A. Clubs are limited to 3 representatives
- B. One club representative for each club, and if there is more than one interested member from each club, then the club leadership appoints a representative.

4. Youth Board Officers

Youth Board officers are passionate and engaged members who show interest in further leadership opportunities. Depending on your region/club demographic, certain guidelines can be set for officers. Officers will usually be more experienced members who are organized, good communicators, and work well in groups.

Types of Officers and Descriptions

Chair - Is the key leader of the youth board, responsible for running meetings and organizing and providing leadership oversight where needed. They are instrumental in creating a vision for the future of the youth board. They are 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.

Responsibilities usually include:

- Creating the agenda for meetings,
- Delegating responsibilities to other officers or club representatives as needed or desired,
- Being available to be the primary contact for the board and is in consistent communication with club/regional officers, particularly the RS/DC and Secretary, and
- Seeks out and creates opportunities for the youth board to participate in Pony Club events/projects.

Vice Chair - Has the same level of passion and involvement for Pony Club as the Chair. The Vice Chair works closely with the Chair and assists them with their duties. The Vice Chair role is an excellent position for a newer board member who may want to be chair in the future.

In addition to supporting the chair in their role, the Vice Chair will:

- Coordinate meetings/events if the Chair is unable to attend,
- Complete tasks delegated to them by the Chair, and
- Communicate with board members to ensure tasks are accomplished in a timely manner.

Secretary - Is an accomplished member who is crucial to a board running smoothly. Roles of the Secretary include:

- Taking minutes and attendance at meetings,
- Shadowing and communicating with the club/region secretary,
- Possibly sending emails to representatives at the request of the Chair, and
- Ensuring documentation (ex. Google Drive, paper hard copies) is organized and all paperwork is done correctly and on time.

Treasurer - Is responsible for managing the funds of the board. Please note, that the Treasurer cannot also hold a Chair or Vice Chair position due to a conflict of interest in handling the finances. The roles of the Treasurer include:

- Ensuring budgets are created, balanced, and followed through on for each event,
- Shadowing and communicating with the club/regional treasurer.
- Is charged with managing the board finances,
- Keeps track of fundraising, and
- If the board has its own bank account, this should be managed by an adult, such as the regional/club treasurer.

Youth Board Advisor- The Youth Board advisor should be an adult who oversees all meetings and helps the youth board set realistic manageable goals. This role is preferably filled by a regional officer, such as the RIC, or a club officer. Outgoing board members may assist as secondary advisors.

Officer Length of Service:

Officer positions *can* have specific term durations and a number of terms. When first starting up, youth board terms may transfer naturally. Terms typically last one year, to allow everyone an opportunity to serve in an officer position.

4. Committees

Committees can be formed around specific projects or a set structure.

Each committee needs a **chair** who 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.

Example of committee structure:

| | |
|-----------------------|--|
| Activities | Led by Vice President |
| | Helps plan event logistics |
| | Scheduling |
| | Organizing facility/educators |
| Communications | Led by Secretary |
| | Creates brochures/pamphlets for events |
| | Takes pictures of events |
| | Helps spread the word throughout the region via email/calls for events |
| Fundraising | Led by Treasurer |
| | Helps create budgets |
| | Plans fundraisers, such as rally t-shirt sales, tack sales, etc. |
| | Assists other committees with funding |

5. Meetings

For many youth members, business meetings are often a new concept. Running a meeting can be daunting. It is advisable for groups to have a clear agenda, guidelines, and goals set before the meeting.

Guideline examples:

- Members are able to vote on matters discussed in the meeting.
- Members are responsible for taking any information from meetings back to their clubs.
- Members must be present for at least half of the meetings held in a year.

Meeting Place: Many club/regional youth boards have members and officers spread over large geographic areas that make in-person meetings difficult. Meetings can be held in person or over an online platform, such as Facetime, Zoom, or Google Meets.

Frequency: It is best to create the meeting schedule at the beginning of the year, and set each meeting at a consistent time (ex: 7:00 p.m. the last Sunday of every month.)

Meeting schedule examples:

One Zoom meeting every month, and two in-person retreats per year.

One in-person meeting per month, in conjunction with the club meeting.

6. Projects and Activities for your RYB

There is a wide range of projects and activities that regional youth boards might take on. These projects may also serve as fundraisers for your board. Here are some examples of how you might assist your region!

- Junior D Camp
- Teaching Workshop

- Horse Management clinic
- Regional bonding event
- D Eventing derby
- Certification prep
- Newsletter
- USPC informational session
- Everything But The Horse (EBTH) rally
- Standards and testing clinic