



American Connemara Pony Society Region IV

Regional Governor – elected every 3 years

- ❖ Solicit nominations to the BOG and regional elections. (RC)
- ❖ Ensure that elections are conducted in accordance with ACPS by-laws.
- ❖ Notify ACPS President and Secretary of Regional election results not less than 30 days prior to the annual ACPS BOG/Membership meeting
- ❖ Sit on BOG and attend annual meeting
- ❖ Ensure Information/Ideas interface between ACPS BOG and Region IV Chair
- ❖ Present Regional Treasury Report to ACPS Treasurer. (Treasurer)
- ❖ Prepare Regional report for annual meetings.
- ❖ When applicable, coordinate activities for national events such as the Annual Meeting and Inspections

Region IV Chairman – elected annually

- ❖ Oversee activities of the Region IV Teams and other regional activities (Newsletter, Store Clerk, Show, Hospitality, Promotions, Meetings, Conference Calls)
- ❖ Succession Planning; rotating responsibilities for leading meetings, planning activities, preparing reports
- ❖ Review all line item expenses over \$200.00
- ❖ Support Regional activities (show, raffle, clinics, etc) to encourage education, fundraising and fellowship among members.
- ❖ Submit Regional News to American Connemara magazine and ACPS website.
- ❖ Oversee the Regional Store

Region IV Treasurer – elected annually

- ❖ Prepare detailed Treasury reports for each Regional Newsletter and for each ACPS BOG meeting.
- ❖ Work with ACPS Treasurer to ensure compliance with ACPS rules; maintain Regional Tax Free status and bank account.
- ❖ Detailed quarterly review of account with RC.
- ❖ Sit on Activities/Show Committee. Secure insurance through ACPS.
- ❖ Secure approvals from Regional Chair for line items over \$200.00

Region IV Teams:

- ❖ Assist Region IV Chair in representing the interests and participation of the Regional ACPS members in achieving the objectives of the American Connemara Pony Society:
 - a. To assist and promote the breeding, registration, importation, training, exhibition, and general use of the Connemara for pleasure, sport, equestrian competition, and therapeutic horsemanship in North America.
 - b. To preserve the unique qualities of the Connemara through encouraging selective breeding for type and conformation as described in the Society's Standards for the Breed.
 - c. To assist and promote local, national, and international equestrian competition.
 - d. To keep members of the Society informed in all matters concerning the Connemara.
- ❖ Work together to assist in carrying out the Regional Governor, Region IV Chair and Treasury duties, as appropriate and when needed.

(Team) Leads appointed annually with the goal of rotating upward through the teams within 1-3 years as described below:

1) Secretary

- ❖ Maintain accurate, current Region 4 email lists for Region IV communications.
- ❖ Submit Region IV website postings as needed.
- ❖ Keep notes and issue minutes on meetings and conference calls. Submit to Region IV website, Newsletter and Region IV Chair

2) Hospitality

- ❖ Welcome new members into the region (Kate – describe process)
- ❖ Assist Secretary in maintenance of email list
- ❖ Publish new members, pony transfers, etc in newsletter
- ❖ Assist Show Committee in hospitality related tasks, such as refreshments, judges gifts, etc.
- ❖ Plan fun events (with or without ponies)
- ❖ Assist with spring meeting
- ❖ Solicit new registrations and ACPS memberships from performance Connemaras in the region.
- ❖ Encourage members and non-members to participate in ACPS and other Connemara awards programs.

3) Promotions:

- ❖ Oversee Newsletter: Produce 4 issues per year
- ❖ Maintain and publish Region IV Sales list
- ❖ Manage promotional materials for the Region: promo box, scrapbook
- ❖ Explore and pursue opportunities for Connemara classes or division in rated shows in the region
- ❖ Explore and pursue opportunities to recognized Connemara competing in open shows in the region.
- ❖ Provide linkage between the region and the ACPS promotions committee
- ❖ Support Show Committee Chair:
 - Select Committee to assist with annual show
 - Select date, venue and budget for show under consultation of the RC
 - Ensure organization and management of the show
 - Review show preparation materials to ensure all items are considered (e.g. tabulation of hi-score champions, publication of results)
 - Advertise Annual show outside or the ACPS.

Regional Store:

- ❖ Recommend items for purchase.
- ❖ Purchase items for sale through the Regional store; submit receipts to Regional Treasurer for reimbursement.
- ❖ Secure pre-approval from Region IV Chair and Treasurer for line items over \$200.00
- ❖ Offer items in inventories for sale through the Regional Newsletter, ACPS R4 web page and at Regional Shows/activities.
- ❖ Collect money for goods sold and forward to Treasurer for recording and deposit
- ❖ Maintain profit balance sheet for store.

Region IV Website:

- ❖ Maintain Region IV Manual.
- ❖ Maintain ACPS Region IV webpage with current information on regional activities, post newsletters, meeting minutes, show results, etc.

Revision History:

Draft 6/23/11 – reorganized Regional Committees to take into account the Regional Governor, due to change in ACPS by-laws.