



American Connemara Pony Society Region IV

****Positions elected according to Region 4 Election Policy and Procedure***

***Chairman:**

National:

- Notify ACPS President and Secretary of Regional election results (i.e. Name of the Regional Chairman), not less than 30 days prior to the annual ACPS BOG/Membership meeting Sit on BOG and attend annual meeting. (outgoing chair)
- Present Regional Treasury Report to ACPS Treasurer. (Treasurer)
- Prepare Regional report for annual meetings. (Sept – old and new Chairs/ Spring - Committee)
- Maintain Policies and Procedures Manual.
- Ensure Information/Ideas interface between ACPS BOG and Regional Members: P&P Comments, Available Resources(50 brochures/year for breed fair or promo event. Can be purchased at cost (approx. 0.20/ea))
- Submit Regional News to American Connemara magazine and ACPS website. (rotate)
- Solicit nominations to the BOG. (Committee)

Regional:

- Maintain communication lines between Regional Newsletter Editor, Store Clerk, Treasurer and Committee.
- Succession Planning; rotating responsibilities for leading meetings, planning activities, preparing reports
- Ensure Regional Committee annual elections.
- Review all line item expenses over \$200.00

Activities:

- Schedule and conduct Regional Meetings (Committee)
- Support Regional activities (show, raffle, clinics, etc) to encourage education, fundraising and fellowship among members. (Committee)

***Secretary:**

- Maintain Region 4 email list. Issue email notices and website postings as needed or requested.
- Keep notes and issue minutes on meetings. Submit to ACPS Secretary, President, Regional Committee, Region 4 website and Newsletter Editor.
- Assist Treasurer, Chairman, Storekeeper and Newsletter Editor, as needed or requested.
- Keep track of Regional Files/Info: BEC manual, Regional Scrapbook, archives (minutes, treasury reports, election ballots and results)
- Maintain Regional Policies and Procedures (Election of Regional Committee+Treasurer)

***Treasurer:**

- 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.
- Maintain Newsletter subscriber list.
- Detailed quarterly review of account with Chairman.
- Sit on Activities/Show Committee. Secure insurance through ACPS.
- Secure approvals from Regional Chair (& Treasurer) for line items over \$200.00

***Regional Committee:**

- Work to represent 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 Chairman, Secretary and Treasury duties, as appropriate and when needed.

Newsletter Editor:

- Produce 2 issues per year: January and July
- Send newsletters to all ACPS members in the Region, using labels provided by the ACPS Membership Chair.
- Maintain ledger of expenses and submit to Regional Treasurer for reimbursement within 30 days of publication for each issue.

Regional Store Clerk:

- Recommend items for purchase to Region Committee.
- Purchase items for sale through the Regional store; submit receipts to Regional Treasurer for reimbursement.
- Secure pre-approval from Regional 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.