

Horse Board Officer Petition

I _____ would like to run for the office
of _____ for the Washtenaw County
4-H Horse Board.

Signatures must be obtained by 10 youth from 10 different 4-H clubs indicating support for this individual to serve in this position.

1.	_____	_____	_____
	Signature	Printed Name	Club
2.	_____	_____	_____
	Signature	Printed Name	Club
3.	_____	_____	_____
	Signature	Printed Name	Club
4.	_____	_____	_____
	Signature	Printed Name	Club
5.	_____	_____	_____
	Signature	Printed Name	Club
6.	_____	_____	_____
	Signature	Printed Name	Club
7.	_____	_____	_____
	Signature	Printed Name	Club
8.	_____	_____	_____
	Signature	Printed Name	Club
9.	_____	_____	_____
	Signature	Printed Name	Club
10.	_____	_____	_____
	Signature	Printed Name	Club

Signed _____
Nominee's Signature

Nominee's Club: _____ Nominee's Phone: _____

Nominee's Email: _____

Description of Duties

Youth must be 13 as of Jan 1, 2011 to be nominated. Specific duties may be revised as the new association takes shape, but this provides youth with an idea of the expectations involved.

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):

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.