

# IHC Polices and Procedures

Guidelines for Operation

Page 1 of 8

## ***IHC Mission Statement:***

The Iowa Horse Council is a volunteer based, non-profit organization that believes in the value of horses and horse activities. The Iowa Horse Council serves and supports the entire industry through communication, education and promotion.

## **Board Policies and Procedures**

Items denoted with (\*) are from the bylaws

### **I. Membership**

#### A. Voting membership

1. One vote/membership \*
2. Associate directors – one vote/appointed director excluding officer elections \*
3. Honorary membership is non-voting \*

#### B. Dues

1. Membership year is from January thru December.

### **II. Officers**

A. Shall consist of President, Vice-President, Secretary, and Treasurer. \*

B. Terms are for one year. \*

#### C. Duties

1. President
  - a. Oversee general operation of IHC
  - b. Seek assistance from general membership & Board of Directors
  - c. Conduct meetings in a timely manner
  - d. Appoint individuals to committees \*
2. Vice-President
  - a. Assist the president with all activities
  - b. Chair the nominations committee
  - c. Oversee bond on Treasurer of Corporation \*
  - d. Maintain an inventory of equipment and other materials owned by the IHC
3. Secretary
  - a. Handle all correspondence of the Board of Directors \*
  - b. Report and maintain minutes of all meetings of the general membership and the Board of Directors \*
  - c. Give notice as required by the Bylaws \*
  - d. Ensure a copy of the minutes of each meeting including a Treasurer's report shall be sent to each director \*
4. Treasurer
  - a. See that the books of the Corporation are kept in an orderly manner
  - b. Deposit monies collected by the Corporation promptly \*
  - c. Pay all bills as authorized by the Board of Directors and/or Horse Fair Committee \*
  - d. Ensure that IHC books are audited prior to the Annual Meeting audit results are subject to approval by the Board of Directors
  - e. Keep current and accurate membership list and provide current list to Secretary for all mailings and newsletter chair for newsletter mailings.

# IHC Polices and Procedures

Guidelines for Operation

Page 2 of 8

## III. Budget/Finances

### A. Dues

Are determined by the Board of Directors \*

### B. Location of Finances

The board of Directors will determine the location of the checking account. The treasurer will be accommodated as much as possible. \*

### C. Budgeting Process

By Nov 1<sup>st</sup> prior to annual election, each Officer and/or committee chairperson shall submit a written proposal to the Board of Directors. Such proposal shall outline the coming year's planned activities, along with a detailed proposed financial limits approved by the Board, unless an amended budget plan is subsequently submitted to and approved by either the Board or the Executive Committee.

### D. Financial Accountability

Any officer, committee chairperson or member who has been granted the use of Council funds, shall be responsible for submitting a written financial accounting to the treasurer within 90 days of the finish of the activity or event. Expense reports must be in by December 15 to go in the proper fiscal year. IHC members receiving checks on behalf of the council should submit checks in a timely manner to the Treasurer for deposit.

### E. Authorizations For Expenditures

No officer, committee chairperson or member of the Council may incur any indebtedness on behalf of the Council, without prior official approval, except as delineated below. Officers and committee chairpersons may incur Council indebtedness or be advanced funds in the amount not more than \$500 only as authorized by the board through the budget/planning process. Any unauthorized expenditure will not be reimbursed. Expenditures not budgeted in excess of \$1,000.00 may only be authorized by action of a majority of the directors present at an officially convened meeting. Expenditures between \$100.00 and \$1,000.00 may be authorized by the executive committee, at an officially convened meeting, telephone conference, or e-mail. The President and Treasurer each may, at their discretion, authorize expenditures not to exceed \$100.00 provided that the person expending the funds is not also authorizing the expenditure.

### F. Fiscal Year

A fiscal year of this Council shall begin on January 1<sup>st</sup> and terminate December 31<sup>st</sup> of the same year.

## IV. Committees

A. Board of Directors may establish one or more committees. \*

B. Committee Chair Responsibilities include:

- a. Submit annual budget for approval by Board of Directors
- b. Make arrangements for meetings & notifies committee members of date, time & place of meeting
- c. Prepare an agenda for the meeting
- d. Involve all members in decision-making & delegates responsibilities to committee members
- e. Report work of committee to board
- f. Keep a written file of work of committee

# IHC Polices and Procedures

Guidelines for Operation

Page 3 of 8

- g. Provide copies of contracts to secretary so a file is maintained
- C. Committee members & associates must be members of the IHC.

## V. Meetings

- A. The president will convene meetings of the IHC as deemed necessary (once/month is usual).
  - a. November – March meetings will be held on Sundays
  - b. April – October meetings will be held on Wednesdays
- B. The annual meeting will be held during the month of January as planned by the Board of Directors for the purpose of reporting on the year's activities and holding elections. The secretary shall give Notice of the Annual Meeting to each member by regular mail, postage prepaid, directed to the address of the member on file in the office of the Corporation. The notice shall be mailed at least ten (10) days prior to the said meeting. The notice of the annual meeting may be given to each member by newsletter announcement provided it is sent by regular mail at least ten (10) days prior to said meeting. \*
- C. Roberts Rules of Order will be followed during business meetings unless the Bylaws or articles of incorporation state otherwise. \*

## VI. Inventory

A current list of equipment and supplies owned by IHC is maintained by the Vice President and is kept on-file with the Secretary.

## Horse Fair Responsibility Guidelines

Mandatory tasks are denoted with a hyphen (-).

This is a guide for those involved in the horse fair with the understanding that when all the listed positions can not be filled that responsibilities must be divided among other positions to ensure the horse fair runs appropriately.

### Chairperson

1. Make arrangements for meetings & notifies committee members of date, time, & place of meeting and notifies committee members if a meeting is cancelled or re-scheduled.
2. Prepare an agenda for the meeting.
3. Involve all members in decision-making & delegates responsibilities to committee members.
4. (-) Report work of committee to board.
5. Provide vendor & sponsorship packet for review & approval by Executive Board.
6. Keep a written file of work of committee
7. Keep in touch with each area so tasks are completed on time; assists with areas needing help.
8. Put together with input from committee a timeline and schedule for upcoming horse Fair.
9. Work with Graphics Designer to put program together.
10. (-)Submit annual budget for approval by Board of Directors.
11. (-)Within 90 days of conclusion of the Horse Fair, report to Board a summary including financials..

# IHC Polices and Procedures

Guidelines for Operation

Page 4 of 8

## Tradeshow Manager

1. (-)Provide detailed report of tradeshow information on-going for every meeting and for wrap-up meetings, and for IHC Board meetings on vendor activity/booth spaces, and nature of inquiries
2. Review vendor bulk pricing
3. Sell booth space
4. Receive all vendor forms within time deadlines and provide copy to chair
5. Assign booth space
6. Create floor plan for trade show area
7. Draft vendor packet and bring to committee for review and approval by Horse Fair committee.
8. Draft sponsorship packet for review and approval by Horse Fair committee
9. Create/modify forms and bring to committee for vendor packet approval
  - a. Vendor brochure
  - b. Vendor contract
  - c. Contact information for decorating company
  - d. Advertising information and contact information
  - e. Horse Council membership form
  - f. Proof of insurance
  - g. Order form for booths, tables, chairs, electrical telephone
10. Set up, organize and run trade show office during Horse Fair
11. (-)Provide an annual comparison report of past years to current year on trade show income revenue versus expenses, number of vendors, types of booth spaces i.e. non-profit, bulk spaces, expenses pertaining to trade show. This report shall include the all trade show vendor's, contact person name, mailing address, telephone number, and e-mail address if one is available.
12. All materials pertaining to vendors – organized, filed, dated

## Barn Manager

1. Assign stalls
  - a. Coordinate with clinicians for number of stalls for clinic participating horses.
2. Decorate barn
3. Attach stall cards to stalls
4. Arrange for sawdust
5. Set up, organize, and run horse barn office during Horse Fair
6. Organize check-in. Health papers
7. Obtain sponsors for door prizes for breed meeting
8. Work with Youth Horse Jamboree Coordinator on stalls needed, review paper work being sent out and posted in 4-H & Extension website to be sure it addresses needs of Horse Barn
9. Relay concerns/suggestions from participants to Horse Fair Committee

## Breed Coordinator

1. Maintain breed contact list and information
2. Draft breed packet forms and bring to committee for review and approval
3. Receive all breed participation and stall contract forms within time deadlines and provide copy to chair
4. Get feedback from breed participants (survey) on Horse Fair and Breed activities.
5. All materials pertaining to breed activity – organized, filed, dated.

# IHC Polices and Procedures

Guidelines for Operation

Page 5 of 8

6. Coordinate with barn manager for comparison of past years to current year on breed participation, income revenue versus expenses, number of breeds, horses and stalls, types of stalls.
7. Conducts a breed meeting first night of Horse Fair
8. Keep breed representatives informed of everything
9. Provide program coordinator with list of participating breeds of horses
10. Put breed packet together to hand out after check –in or at breed meeting
11. Work with stallion avenue coordinator

## **Advertising & Promotion**

1. Coordinate all types of advertising in radio, print, and internet
2. Bring ads to committee for review and approval
3. Maintain list and spreadsheet of advertising detail of name address & contact information of publication, size and cost of ad, total dollars spent, frequency of ad
4. Comparison of past years to current year on advertising budget, cost and number of ads, types of ad

## **Clinician & Speaker Coordinator**

1. Contact possible clinicians and hires clinicians.
2. With input from others, contact and hires speakers
3. Makes arrangements for round ring facilitator
4. Contact person for round pen demos, participants
5. Obtain list of needed equipment from speakers and clinicians and coordinates with facility coordinator for needed equipment
6. Work with facility coordinator to set the schedule of events

## **Hospitality**

1. Compare costs, orders pizza & pop, napkins, and sets up for pizza party
2. Rolls and coffee, snacks for office
3. Airport/hotel shuttle
4. Provide and maintain hospitality area for clinicians and speakers

## **Volunteer Coordinator**

1. Recruit and schedule volunteers
2. Track their attendance
3. Make sure a list is given to the Newsletter Editor to include in post Horse Fair articles
4. Provide to Webmaster information to post on Horse Fair pages about being a volunteer at Horse Fair

## **Facility Coordinator**

1. Work on schedule of events in Pavilion
2. Assist Pavilion announcer as needed
3. Prepare material for filler for Pavilion announcer.
4. Is the go-to person for scheduling glitches or changes
5. Make sure announcers have enough tables, chairs, and secures announcers stand
6. Get rooms set up for speakers
7. Receive list of equipment needed by speakers and obtains it

## **Admissions**

1. Put together tickets so we have a coordinated type and amount
2. Check on ticket takers.

# IHC Polices and Procedures

Guidelines for Operation

Page 6 of 8

3. Count tickets, takes money from ticket takers, and counts it
4. Prepare admission numbers and report for wrap up meeting

## **Youth Activity Coordinator**

1. Liaison between Youth Horse Jamboree (YHJ) coordinator (if applicable).
2. Coordinate any other youth events and Horse Fair.
3. Coordinate with tradeshow manager use of conference rooms in VI Building (if applicable).
4. Prepare a cheat sheet of commonly asked questions for Barn and Tradeshow office with input from YHJ Coordinator if applicable.
5. Work with Horse Barn Manager to be sure material going out for YHJ or other youth events is consistent with Horse Fair procedures and policies.

## **Stallion Avenue Promotion**

1. Bring to the committee the plan and cost of Stallion Avenue
2. Is the contact person for the Stallion Exhibitors
3. Work with Barn Manager to prepare Stallion Avenue
4. Informs Graphics Design Company of fees for Stallion Avenue and if exhibitors will be advertising in Program

## **Program**

1. Gather information needed for program and gets it to Graphics Design company according to printing schedule.
2. Gather information from all areas of the Horse Fair to include in program.
3. With input from others on Committee, decide on content of Program

## **Horse Fair Secretary**

1. Documentation of meetings (i.e. takes minutes) & sends out via e-mail or postal mail

## **Submission of Bills for Payment**

1. All bills associated with the Horse Fair Budget must come through the Horse Fair Committee for payment
2. The Horse Fair Chair is responsible for forwarding approved bills to the Treasurer once approved

## **Newsletter Policies and Procedures**

1. The primary purpose of the IHC newsletter is to provide an informational and educational resource for members on official council business and industry events and issues.
2. The format of the newsletter should contain some regular features, e.g. breed spotlights, or spotlight a board member, committee listings, current events, and a calendar of upcoming events.
3. The newsletter will be published on a quarterly basis: January, April, July & October.
4. The deadline for the newsletter will be the first of month prior to publication – therefore Dec. 1<sup>st</sup>, March 1<sup>st</sup>, June 1<sup>st</sup>, and Sept 1<sup>st</sup>.
5. Publication of articles does not necessarily imply support and/or endorsement of said information by IHC, unless specifically so stated. A disclaimer will be published as part of the newsletter stating “Articles/claims published in this newsletter, except for official club business, are provided as information only and do not reflect the opinions of IHC or its members. Items may be republished in other nonprofit group newsletters (except copyrighted items) provided credit is given to the author and this publication,” which explains that the IHC does not support and/or endorse any of the articles unless so stated.
6. IHC reserves the right to reject, edit and/or modify articles to fit space availability.
7. Photos will only be returned if requested and a self addressed stamped envelope is enclosed.
8. The committee chair will review placement of cover story, etc. and items of significance or noteworthiness to determine final layout of newsletter.
9. The chair shall bring items that are controversial or might cause some concern to the board for review. In the case of a publication deadline that does not permit board review, the chair must present this information to the president for review before printing.
10. There shall be no advertising other than that offered by IHC unless authorized by the IHC Board.
11. Articles that appear in The Iowa Horse will represent horses as livestock and not companion animals. No article will imply or have the tone that the IHC considers horses companion animals.
12. Material that appears in The Iowa Horse may be used by other member associations/organizations or other non-profit group’s newsletter/publication (except where copyrighted) provided credit is given to The Iowa Horse.

## **Website Policies and Procedures**

1. The primary purpose of the Iowa Horse Council Web Site is to provide a means of communication between the IHC, its members, and the general public.
2. Sale of products or items on the web site must be authorized by the IHC Board.
3. The IHC web site may contain links to member organizations or other informational websites that promote equine education and knowledge dissemination which do not conflict with the goals of IHC.
4. IHC does not support one private or public sector over another unless authorized by the IHC Board. Information or articles displayed on the IHC web site shall not imply they receive endorsement of IHC unless authorized by the IHC Board.
5. The website will post a disclaimer that states "Information published on this website, except for official club business, is provided as information only and does not reflect the opinions of IHC or its members. Links to other organizations or vendors are also provided for informational purposes and does not imply support or endorsement of any material found at those websites." This disclaimer clearly explains that the IHC does not support and/or endorse any material on the website unless so stated.
6. Appropriate and regular material shall be placed on the web site as soon as possible by the webmaster.
7. The web site committee chair shall regularly review the material on the web site for correctness and appropriateness.
8. The website chair is responsible for upkeep of the web URL license and fees and must report status to the board when changes are made.