



State/Provincial Chair Job Description

11/06

Purpose: To promote growth, education and involvement in equine assisted activities within our States and Provinces and to help coordinate states and provinces into effective networking systems within each region.

Qualifications:

- Current NARHA voting member (Individual, Professional or Life).
- Strong interest in assisting and supporting NARHA's development and growth.
- Commitment to active participation.
- Required access to email for communication ease.
- Is a resident within the state/province.

Exception: If someone that is a residence of the state does not volunteer to be the State Chair, then someone can be appointed that lives in a border city, has a history in the state (i.e. previously lived there, has family residing in the state), but does not presently reside in the state.

Term:

- Chairs shall serve a two year term with a limit of two consecutive terms, or until a replacement can be found.
- Chair shall be appointed by the NARHA Region's Representative unless an election process is in place that:
 - Allows totally inclusive NARHA state membership voting privileges,
 - Is consistent, and
 - Allows for absentee voting.
- Terms begin on January 1 and end on December 31.

Vacancies:

- If a Chair is unable to complete their term, the NARHA Region Representative will appoint a member to fill the vacancy for the balance of the vacated term.

Primary Duties:

- Host or organize at least one State/Provincial Meeting a year besides those held at the NARHA Region and National Conferences.
- Work with the NARHA Region Representative in determining needs for networking and educational opportunities.
- Forward minutes from state/provincial meetings to NARHA Region Representative within 2 weeks of meeting.
- Facilitate networking in the state/province by providing outreach to new and prospective members through personal contact (i.e. phone calls, email, mail, etc).
- Facilitate networking and NARHA brand awareness in the state/province by involvement in local or state equine organizations.
- Attend NARHA Region Conference.
- Attend NARHA National Conference.
 - State Chair Update
 - Region Caucus
 - Assist Region Representative with Round Table at Night of the Round Tables
 - Volunteer to take tickets and/or be room monitors
- Other duties as determined by each region and state/province.

Reports to:

The NARHA Region Representative