

AQH YA

AMERICAN QUARTER HORSE
YOUTH ASSOCIATION

GUIDE TO CAMPAIGNING AND APPLICATION MATERIALS for AQHYA Officer and Director



Return completed application to AQHYA, Attn: Kate Vierthaler, P.O. Box 200, Amarillo, TX 79168.

If you have any questions, please contact Kate Vierthaler, Manager of Youth Development and AQHYA.

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Congratulations on your decision to campaign to represent the American Quarter Horse Youth Association! We are excited you want to be more involved in your AQHYA experience and have the desire to play an active role in the decision-making process of the American Quarter Horse Youth Association.

Being an AQHYA officer or director is a fun experience, but also a serious one. These elected individuals represent the eleven regions of AQHYA and every member who resides within them. No matter what position, either officer or director, representing AQHYA's parent organization, the American Quarter Horse Association, is a top priority.

Included in the Guide to Campaigning you will find important resources to help you run for an AQHYA leadership position. It is important that you read this entire guide before making the decision to campaign.

APPLICATION REQUIREMENTS FOR AQHYA OFFICER AND DIRECTOR

In order to be eligible to run for a national office or regional directorship, youth must submit the following by **April 1**** each year, with the exception of the workbook which is due **June 15**:

- Application Form**
Each candidate's application form will contain pertinent contact information, AQHYA and affiliate membership information, and a series of questions regarding qualification for position.
- Résumé**
Each candidate will submit either a functional, chronological, or combination résumé following an appropriate résumé format. The résumé should be one page in length.
- Statement of Intent**
Each candidate will submit a 250 word or less statement on the topic "Why I want to be an officer/director."
- Essay on Candidate's Platform**
Each candidate will submit a 500 word or less essay on his or her officer or director platform. This will be his or her platform for the year if elected to serve as an officer or director.
- Letters of Recommendation**
Each candidate will submit letters of recommendation from the following:
 - a. One letter from their affiliate youth advisor.
 - b. Two letters from other individuals not related to the candidate.*Please note:* See Letters of Recommendation section on p. 24 for submission requirements.
- Photograph of Candidate**
Each candidate will submit a high-quality headshot of him- or herself with a signed photo permission to be used for publicity.
- Signed Agreement for Participation in AQHYA Activities**
- Signed Parental/Guardian Consent, Authorization, Release and Indemnity Form**
- Signed AQHYA Event Clothing Guidelines**
- Signed AQHYA Code of Conduct**
- Candidate Workbook**

*Please note all candidate application materials must be received at AQHA in Amarillo, Texas, by the end of the day April 1, (5:00 p.m. Central Time)—not postmarked April 1.

**Materials must be submitted in the form of a hard copy—no e-mail applications will be accepted (except international candidate applications). While the professional appearance of your application materials is important, do not enclose materials in a portfolio, presentation binder, or report cover.

ELECTION OF REGIONAL DIRECTORS

Candidate Eligibility

- Candidate must be a current AQHYA member in good standing.
- Candidate must be, or have been, an officer in his or her affiliate.
- Candidate must be a delegate from his or her affiliate.
- Candidate must be 14 years old, but cannot turn 19 before January 1 of the year he or she is elected.
- Candidate, except those representing international affiliates, must attend the Youth Excellence Seminar.

Election Process

1. Each director candidate will interview in front of the interview panel at the Youth Excellence Seminar.
2. Each director candidate will give a two-minute prepared speech during regional breakout sessions of the Youth Excellence Seminar. Each candidate's speech must be submitted for approval by **June 1**.
3. Following his or her prepared speech, each director candidate will be asked an impromptu question and given one minute to respond.
4. After each director candidate has completed the above, voting for three regional directors will take place.
 - a. During voting for regional director, each delegate is given three (3) votes.



Scoring Process

Candidates' applications, workbooks, prepared and impromptu speeches, and interviews will be scored and weighed out of 100 points as follows:

Application form and résumé	25 points
AQHYA workbook	25 points
Interview	25 points
Prepared and impromptu speeches	25 points

The candidates' weighed scores will be combined with their popular votes for an overall score (e.g. if a candidate has an overall score of 90 and earns 75 popular votes, the overall score is 165).

The three highest scoring candidates from each region will be named as directors to represent their respective region. Should a tie occur, the tie will be broken by the candidate receiving the highest number of popular votes.

Announcement of regional directors will be made the final day of the Youth Excellence Seminar during the awards banquet.

Note about Y.E.S. Regional Meetings

At these meetings all of the affiliates within each region (outlined in the AQHA Rulebook; available online at aqha.com) will meet with the AQHA officers and/or directors from that region and a member of the AQHA Youth Activities Committee or AQHA staff. The AQHYA officers and/or directors from each region will officiate the meeting for their region, unless they are campaigning for office again. In that instance, the meeting will be led by a retiring director, a Youth Activities Committee member or staff person.

ELECTION OF NATIONAL OFFICERS

Candidate Eligibility

- Candidate must be a current AQHYA member in good standing.
- Candidate must be, or have been, an officer in his or her affiliate.
- Candidate must have been an AQHYA regional director for one year.
 - Candidate is not required to be a director the same year he or she runs for office.
 - If a regional director is elected to an office, he or she gives up their regional directorship and is replaced by the next highest scoring director candidate in his or her respective region.
- Candidate must be a delegate from his or her affiliate.
- Candidate must be 16 years old, but cannot turn 19 before January 1 of the year he or she is elected.
- Candidate must attend the Youth Excellence Seminar.

Eligibility Requirements Specific to the Office of President

- Candidates for the office of president need to have been AQHYA members for at least three years.
- Candidates for the office of president need to have served one term as an AQHYA officer.

Election Process

1. Each officer candidate will interview in front of the interview panel at the Youth Excellence Seminar.
2. After the regional elections, a meeting of all delegates will be held, at which time the floor will be opened for nominations for the following officer positions: president, first vice president, second vice president, member and member.
3. Following the nomination process, each officer candidate will give a two-minute prepared speech at designated times during the Youth Excellence Seminar. Each candidate's speech must be submitted for approval by **June 1**.
4. Following his or her prepared speech, each officer candidate will be asked an impromptu question and given one minute to respond.
5. After the process described above is completed, voting for national officers will take place.
 - a. During voting for national officers, each delegate is given five (5) votes.
 - b. No delegate may vote for the same officer candidate more than once.



Scoring Process

Candidates' applications, workbooks, prepared and impromptu speeches, and interviews will be scored and weighed out of 100 points as follows:

Application form and résumé	25 points
AQHYA workbook	25 points
Interview	25 points
Prepared and impromptu speeches	25 points

The candidates' weighed scores will be combined with their popular votes for an overall score (e.g. if a candidate has an overall score of 90 and earns 75 popular votes, the overall score is 165) and national offices determined according to the following scenarios:

SCENARIO 1: Among candidates meeting the criteria for the office of national president, the candidate with the highest overall score will earn the title of AQHYA President. The remaining candidates for the office of national president will be placed in the following positions relative to their overall scores:

1. First Vice President – second highest scoring candidate
2. Second Vice President – third highest scoring candidate
3. Member – fourth highest scoring candidate
4. Member – fifth highest scoring candidate

SCENARIO 2: In the event only one candidate for national office meets the criteria for the office of national president, the candidate meeting the criteria for the office of national president will earn the title of AQHYA President. The remaining candidates for national office will be placed in the following positions relative to their overall scores:

1. First Vice President – highest scoring candidate
2. Second Vice President – second highest scoring candidate
3. Member – third highest scoring candidate
4. Member – fourth highest scoring candidate

SCENARIO 3: In the event no candidate for national office meets the criteria for the office of national president, candidates for national office will be placed in the following positions relative to their overall scores:

1. President – highest scoring candidate
2. First Vice President – second highest scoring candidate
3. Second Vice President – third highest scoring candidate
4. Member – fourth highest scoring candidate
5. Member – fifth highest scoring candidate

In any of the above scenarios, should a tie occur, the tie will be broken by the candidate receiving the highest number of popular votes.

Announcement of national officers will be made the final day of the Youth Excellence Seminar during the awards banquet.

Note about Officer Nominations

As stated in the AQHYA Bylaws, any AQHYA regional director, past or present, is eligible to run for and accept a nomination for an officer position if he or she has completed one year of service and complied with the requirements set forth in this guide. Nominations for officer will be accepted prior to officer candidate speeches at the Youth Excellence Seminar. Candidates may accept a nomination presented by a member from the floor, or candidates may nominate themselves.

Note about Director Replacement

If a newly-elected regional director is elected to an office, he or she gives up his or her regional directorship and is replaced by the next highest scoring director candidate in his or her respective region.

CAMPAIGNING FOR OFFICER AND DIRECTOR

Campaigning Prior to the Youth Excellence Seminar

Each candidate will have his or her picture and a short profile published in a pre-Youth Excellence Seminar email sent from AQHA and an article posted on the association's website. The profile will be written by the staff at AQHA based on information provided by each candidate in his or her application.

Additional measures taken by individual candidates might include the following measures with the purpose of promoting his or her platform and qualifications for the AQHYA officer or director position:

- contact state and regional youth affiliate members
- attend state and regional youth affiliate meetings
- use social media sites to promote platform and qualifications
- write letters, mail flyers, and make phone calls

Should a candidate wish to place an advertisement or be a part of an advertisement in *The American Quarter Horse Journal*, this would be the candidate's responsibility; however, this practice is not recommended as it does not ensure contact with all voting delegates.

Campaigning at the Youth Excellence Seminar

Upon arrival in Amarillo for the Youth Excellence Seminar, candidates are assigned half of a provided eight-foot table in the designated areas for their campaign materials. All of the campaign materials must fit on the table and cannot be hung. All other posters or materials will be removed by AQHA staff. Candidates are responsible for removing all materials immediately after the Youth Excellence Seminar is concluded or will be charged a \$50 clean-up fee.

In addition to posters, youth are also given the opportunity to use one other form of promotion, such as pens, fans, buttons, etc., which may be distributed to youth at the seminar. Candidates are asked to avoid materials that could be used as noise makers or might deface property. Past AQHYA officers or directors will tell you the quality of your campaign is more important than the quantity of give-a-ways, so keep in mind personal contact with the membership is much more important than any material offerings you might have.

Each region will have a designated area for members to interact for campaigning purposes. (AQHA staff will detail these areas prior to the start of campaigning.) As a campaigning youth, it is important to be considerate of the host facilities and adjoining property, so please do not hang posters or hand out goodies at the hotel or outside of designated areas.



CANDIDATE RESPONSIBILITIES AT THE YOUTH EXCELLENCE SEMINAR

As a candidate for AQHYA officer or director, your first responsibility will be to attend the mandatory candidates' meeting on the first day of the seminar. Following this meeting all candidates will participate in the interview process (details about the interview process are outlined on p. 13-14).

During the first evening reception, you will be introduced to the participants of the AQHYA Youth Excellence Seminar as a candidate for office. This opportunity will allow you to give a two- to three-sentence background on yourself and your reasons for campaigning.

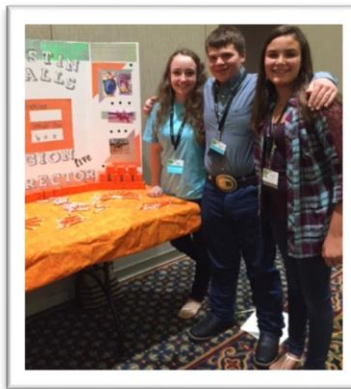
Your final responsibility is to deliver your prepared speech and answer an impromptu question prior to elections for your position (details about the speech and impromptu question are outlined on p. 15-16).

CAMPAIGNING AT THE YOUTH EXCELLENCE SEMINAR



campaign

Project displays help candidates for AQHYA officer and director positions promote their accomplishments and qualifications.



The campaign process allows candidates to build relationships and share how their ideas and leadership skills can benefit all members.



Each candidate for AQHYA officer and director displays his or her campaign materials at the Youth Excellence Seminar.



Creative slogans and coordinating promotional materials can highlight the candidate's platform.



Candidates bring supplies to the seminar to decorate their allotted space with campaign materials.

Tips to Developing an Effective Campaign

1. **Create a cause.**
 - a. Choose your campaign platform wisely.
 - b. Create a catchy slogan to match.
2. **Get into the public eye early.**
 - a. Talk to other youth members.
 - b. Use social media.
 - c. Make promotional materials (signs, handouts, and flyers).
3. **Don't dismiss little guys.**
 - a. Each member has a voice, so listen.
 - b. Remember every vote counts.
4. **Become a public speaker.**
 - a. Practice makes perfect.
 - b. Find a coach or mentor to critique your efforts.

campaign

campaign

CANDIDATE INTERVIEW

Each candidate for AQHYA officer and director will interview with an interview panel at the Youth Excellence Seminar. Interviews are typically conducted on the first day of Y.E.S. following a mandatory candidate meeting.

The interview panel is comprised of various individuals who are familiar with AQHA, AQHYA, and the responsibilities of the youth officers and directors. Members of the interview panel may be chosen from the current AQHYA officers, past AQHYA officers and directors, affiliate youth advisors, members of the youth advisory board, AQHA staff, or other interested parties.

Interviews are slated to last approximately five to six minutes and cover a variety of topics. Interviewers are given a list of prepared questions to ask each candidate. Each interviewer also supplies the panel with a question developed by him or herself.

Possible Interview Questions

- What would you bring to AQHYA as an officer or director?
- Describe your platform (or vision) and how you intend to see it through during your term as an officer or director.
- Describe a new program or activity you would like to see AQHA or AQHYA sponsor.
- What do you see as your greatest asset(s)/weakness(s)?
- Describe how you would promote teamwork within the group of officers and directors.
- What do you think it takes to be a successful AQHYA officer or director?

Tips for a Successful Interview

Whether you are seeking employment or election to a group such as AQHYA's leadership team, there are many websites available to help you achieve success. If your interview for director will be your first experience with interviewing, it is definitely worth your time to research some of these valuable sites in order to perfect your interview skills. Below is a list of several of the most common interview tips that apply in this situation.



1. **Conduct research about AQHYA.** A successful interview starts with a solid foundation of knowledge on the part of the interviewee. You should understand the association and the requirements of the position. The more research you conduct, the more you will know about the association, and the better prepared you will be to answer interview questions.
2. **Review common interview questions and prepare responses.** Another key to interview success is preparing responses to expected interview questions. You know you will be facing an interview panel, so you should be prepared to answer a variety of questions from people with different questioning styles. Your goal is composing detailed yet concise responses, focusing on specific examples and accomplishments. A good tool for remembering your responses is to put them into story form that you can tell in the interview. There is no need to memorize responses, but rather develop talking points.
3. **Dress for success.** Plan out a wardrobe that fits the organization and its culture, striving for the most professional appearance you can accomplish. Remember that it's always better to be overdressed than under—and to wear clothing that fits and is clean and pressed. You should also wear clothing that adheres to the AQHYA Event Clothing Guidelines (see p. 28).
4. **Make good first impressions with everyone you encounter.** A cardinal rule of interviewing is to be polite and offer warm greetings to everyone you meet. Keep in mind that first impressions—the ones interviewers make in the first few seconds of greeting you—can make or break an

interview. Make a strong first impression by dressing well, arriving early, and when greeting your interviewer, stand, smile, make eye contact, and offer a firm handshake.

5. **Be authentic, upbeat, focused, confident, candid, and concise.** Once the interview begins, the key to success is the quality and delivery of your responses. Your goal should always be authenticity, responding truthfully to interview questions. You want to provide focused responses that showcase your skills and experience. Provide solid examples of solutions and accomplishments, but keep your responses short and to the point.



6. **Remember body language and avoid bad habits.** While the content of your interview responses is the most important, poor body language can be a distraction or a reason not to elect you. Effective forms of body language include smiling, eye contact, solid posture, active listening, and nodding. Detrimental forms of body language include slouching, looking off in the distance, fidgeting, brushing hair back, touching face, chewing gum, and mumbling.
7. **Ask insightful questions.** Studies show that employers make a judgment about an applicant's interest in the position by whether or not the interviewee asks questions. Smart interviewees prepare questions to ask days before the interview and add any additional questions that might arise during the interview itself.
8. **Thank the interviewers.** Common courtesy and politeness go far in interviewing; thus, the importance of thanking each person who interviews you should come as no surprise. When the interview comes to an end, thank each person who interviewed you.

Succeeding in interviews takes research, practice, and persistence. The more effort you put into your interview preparation, the more success you'll see. Remember, many resources exist on Internet to help you prepare. Finally, seek a mentor to coach you through these valuable steps and practice interview questions.

CANDIDATE SPEECH AND IMPROMPTU QUESTION

Each officer and director candidate will give a two-minute prepared speech during the Youth Excellence Seminar. Following his or her speech, each candidate will be asked an impromptu question and given one minute to respond. Each candidate's prepared speech must be submitted for approval by **June 1**.

Candidates who run for both a director and an officer position should submit two separate speeches; one speech for his or her director campaign and one speech for his or her officer campaign. Each speech will be evaluated separately during the times listed below. In addition to separate speech scores, candidates will receive separate impromptu question scores.

Candidates for director will deliver their speeches during a regional breakout session, while candidates for officer will deliver their speeches at designated times following director elections.

As stated above, all candidate speeches are due by **June 1**; however, minor revisions may be made to your speech after the deadline provided you re-submit your speech accordingly.

Your speech is meant to give the AQHYA delegates a clear indication of your platform, goals, and qualifications for the position. Because this is the only time you are given the opportunity to address all delegates at once, a considerable amount of attention should be devoted to your speech's preparation.



The impromptu question posed following the candidate's prepared speech is meant to give the delegates a clear indication of the candidate's depth of knowledge regarding AQHA, AQHYA, and issues facing the industry. Preparation for this question is as important as the development of your prepared speech. To prepare for your impromptu question, research potential topics and practice answering questions on the fly. Many of the tips for speaking in public and answering interview questions translate well to answering impromptu questions.

Tips for Speaking in Public

Though the content of your speech is determined by your platform, you should research general presentation skills to help you deliver the best speech possible. As for most topics, many websites are dedicated specifically to public speaking. Listed below are some of the most common tips to improve your speaking skills.

1. **Body language is important.** Standing, walking, or moving about with appropriate hand gestures or facial expressions is preferred to sitting down or standing still with your head down and reading from a speech.
2. **Speak with conviction as if you really believe what you are saying.** Persuade your audience effectively by providing examples and choosing your words deliberately. The material you present in your speech should have the same ingredients as that which are required for a written research paper, i.e. a logical progression from introduction (thesis statement) to body (strong supporting arguments, accurate and up-to-date information) to conclusion (re-state thesis, summary, and logical conclusion).
3. **Do not read from notes.** While it is acceptable to glance at your notes infrequently, reading from them for an extended period is highly discouraged. Speak loudly and clearly. Sound confident. Do not mumble. If you make an error, correct it, and continue; there is no need to make excuses or apologize profusely.
4. **Maintain sincere eye contact with your audience.** If you have difficulty remembering to make eye contact, practice the 3-second method. Look straight into the eyes of a person in the audience for 3 seconds at a time. Have direct eye contact with a number of people in the audience, and

every now and then glance at the whole audience while speaking. Use your eye contact to make everyone feel involved.

5. **Pause.** Allow yourself and your audience a little time to reflect and think. Don't race through your presentation and leave your audience, as well as yourself, feeling out of breath. If you are short of time, know what can be safely left out. If you have extra time, know what could be effectively added.
6. **Add humor whenever appropriate and possible.** Keep your audience interested throughout your entire presentation. Remember that an interesting speech makes time fly, but a boring speech is always too long to endure even if the presentation time is the same.
7. **Use audio-visual aids or props appropriately.** If you choose to use an audio-visual or a prop, be sure all of the necessary equipment is set up and working prior to your speech. Enhancing your speech with a visual aid or prop can be highly effective if the audience can see the demonstration and the visual does not detract from your message.
8. **Know when to stop talking.** Use a timer to time your speech when practicing at home. Terminate your speech with an interesting remark or an appropriate punch line. Leave your listeners with a positive impression and a sense of completion. Finally, remember to thank your audience.

Possible Impromptu Questions

- How would you help the association increase the number of AQHA and AQHYA memberships?
- How would you encourage cooperation among the affiliates in your region?
- How can AQHYA officers and directors work together to make AQHYA a better organization?
- Describe one program offered by AQHYA and explain how you would improve it.
- What makes you proud to be a member of AQHYA?
- Explain which AQHYA program or service has impacted you the most and why.



DUTIES AND RESPONSIBILITIES OF AQHYA OFFICERS AND DIRECTORS

Immediate Duties of Newly Elected Officers and Directors

Once the elections are over and scores have been tabulated, the new officers and directors will be announced during the final banquet. The newly elected officers and directors will be required to extend their stay in Amarillo an extra two days for training and orientation regarding their next year of service. (See the Frequently Asked Questions on p. 33 for additional information.)

Youth Association Bylaws

The bylaws of the American Quarter Horse Youth Association provides for the officers and directors to determine the direction of the association. It also provides that AQHYA will be a division of the parent organization, the American Quarter Horse Association. Therefore, its activities are overseen by the AQHA, the Advisory Board, and the AQHA Youth Activities Committee, a committee appointed by the AQHA president.

The first and foremost objective of AQHYA officers or directors is to be an ambassador for the American Quarter Horse Association and its youth association. When AQHYA was formed in 1970, its first Executive Committee and Board of Directors were very clear about what they expected from the association; those expectations are just as true today as they were more than 40 years ago.

As an officer or director of the American Quarter Horse Youth Association, you will be expected to uphold the objectives and purposes of the association. Article I, Section 2, of the AQHYA Bylaws defines these objectives and purposes as follows:

- a. To improve and promote the American Quarter Horse breed;
- b. To improve and develop the capabilities of youth, both individually and through group participation, in the breeding, raising and exhibition of American Quarter Horses;
- c. To develop and improve scholarship, leadership and community interest and participation of young horsemen;
- d. To encourage high moral character, sportsmanship and clean living among all its members;
- e. To establish a means whereby youth members may work in conjunction with the American Quarter Horse Youth Activities Committee;
- f. To create, foster and assist subsidiary affiliate youth associations composed of members of AQHYA;
- g. To acquaint youth members and associations with the parent organization, AQHA, its structure and functions.

The descriptions of the duties of the AQHYA officers and directors are listed in the association bylaws, which can be found online at *aqha.com*. The responsibilities of both groups of elected officials are listed below.

AQHYA Officer Responsibilities (Duties as outlined in AQHYA Bylaws are in italics, while responsibilities are in regular print.)

Specific Responsibilities of the President

1. *The president shall be chief executive officer of the association and shall have general supervision of the affairs of the association, subject to the direction of the AQHA Executive Committee, and shall preside at all meetings of the members and the Board of Delegates. The president shall see that the bylaws, rules and regulations of AQHYA are enforced. The president will serve on the AQHA Youth Activities Committee.*
2. The president is required to maintain communication between the AQHYA Officers and the manager of AQHYA.

3. The president will take a lead role in assisting the manager of AQHYA with the planning of the Youth Excellence Seminar.
4. The president is encouraged to attend the annual AQHA Convention. During the AQHA Youth Activities Committee meeting at the convention, the president is required to present a report to the committee of AQHYA's activities from the previous year. The report may be presented in a digital format if the president and first or second vice presidents are unable to attend the convention.

Specific Responsibilities of the First Vice President

1. *In the absence of the president, the first vice president shall have the powers and perform the duties of the president. The first vice president shall also have the responsibility of maintaining communication between the AQHYA Officers and AQHYA Directors, in addition to other duties as may be prescribed by the president.*

Specific Responsibilities of the Second Vice President

1. *In the absence of both the president and the first vice president, the second vice president shall have the powers and perform the duties of the president. The second vice president shall also have the responsibility of maintaining communication between the AQHYA Officers and AQHYA Directors, in addition to other duties as may be prescribed by the president.*

Specific Responsibilities of the Two Members

1. *The two members shall also have the responsibility of maintaining communication between the AQHYA Officers and AQHYA Directors, in addition to other duties as may be prescribed by the president.*

Responsibilities of Each AQHYA Officer

1. Each officer is required to chair one or more youth committees (to be established within AQHYA). Chairperson of the international committee automatically assumes responsibility for maintaining communication between national officers and the international directors.
2. Each officer is required to perform a minimum of one contact with non-equine based youth organizations for the purpose of building awareness about and/or increasing membership in AQHYA. (Types of contact include, but are not limited to, presentations and demonstrations. Youth organizations to be considered include, but are not limited to, 4-H clubs, Boy or Girl Scout Troops, pre-K through 8 classrooms, and daycare centers.) This contact should be measurable and documented by each officer for each contact.
3. Each officer is required to participate in at least one officer conference call per month, as well as one monthly conference call with officers and regional directors.
4. Each officer is required to submit a quarterly report to the manager of AQHYA detailing his or her activity in regard to the association within the quarter. The final quarterly report will be structured in such a way as to create a communication link between outgoing AQHYA Officers and newly-elected AQHYA Officers.
5. Each officer is required to assist the manager and the president of AQHYA in the planning of the annual Youth Excellence Seminar. Each officer is also required to attend and help coordinate the seminar.
6. Each officer is encouraged to attend and assist at Youth World Show.
7. Each officer is encouraged to attend the annual AQHA Convention.

AQHYA Director Responsibilities (Responsibilities as outlined in AQHYA Bylaws are in italics, while responsibilities are in regular print.)

The duties of an AQHYA Director are to enhance communication and serve as a liaison between AQHYA membership of their respective region and the AQHYA Officers.

1. Working together, regional directors are required to pursue a regional conference if feasible; however, if a regional conference is not feasible, regional directors are required to implement one regional event or activity. AQHYA is aware of regional differences, so directors are encouraged to brainstorm ideas relevant to their region and utilize resources to either continue to enhance a recurring event or develop a plan for something new. Types of events or activities include, but are not limited to, virtual learning, regional clinic(s), communication in the form of newsletter or properly maintained social media site, or a regional social at a horse show. This conference or event should be measurable and documented by the regional directors.
2. Each regional director is required to perform a minimum of one contact with non-equine based youth organizations for the purpose of building awareness about and/or increasing membership in AQHYA. (Types of contact include, but are not limited to, presentations and demonstrations. Youth organizations to be considered include, but are not limited to, 4-H clubs, Boy or Girl Scout Troops, pre-K through 8 classrooms, and daycare centers.) This contact should be measurable and documented by each regional director for each contact.
3. Each regional director is required to participate in one youth committee (to be established within AQHYA). International directors are in charge of communication with international members and are automatically placed on the international committee.
4. Each regional director is required to participate in at least one monthly conference call with the directors within their region and their supervising AQHYA Officer, as well as one monthly conference call with officers and regional directors.
5. Each regional director is required to submit a quarterly report to his or her supervising AQHYA Officer detailing his or her activity in regard to the association within the quarter. The final quarterly report will be structured in such a way as to create a communication link between outgoing AQHYA Directors and newly-elected AQHYA Directors.
6. Each regional director is required to attend and help coordinate the annual Youth Excellence Seminar.
7. Each regional director is encouraged to attend and assist at Youth World Show.

Role of Immediate Past President

The immediate past president serves as a member of Youth Activities Committee. He or she will also serve in an advisory capacity to the AQHYA officers and directors (regardless of his or her age) for one year. The immediate past president has no vote and is not allowed in youth executive meetings. His or her purpose is to guide officers and provide continuity within AQHYA.

OFFICER AND DIRECTOR CANDIDATE APPLICATION FORM

The following application form requests pertinent contact information, AQHYA and affiliate membership information, and answers to a series of questions regarding the candidate's qualifications for the position. The two-page application form is due **April 1**.

Please print or type the following information in blue or black ink. Supply additional pages as necessary.

Name: _____ AQHYA Member ID #: _____
(application not accepted without AQHYA I.D. #)

Check the position(s) for which you are running: Director
 Officer President

Birth Date: _____ Age: _____ Grade: _____

Physical Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Parent/Guardian Name: _____ Cell Phone: _____

Years in AQHYA: _____ Region: _____

Affiliate State: _____ Youth Advisor Name: _____

Office currently held in affiliate association: _____

Check the year(s) you attended Y.E.S.: 2015 2014 2013 2012 2011 2010

List all past **AQHYA offices or directorships** held and the years in which they were held.

Position: _____ Dates: _____

Position: _____ Dates: _____

Position: _____ Dates: _____

Position: _____ Dates: _____

List all past **affiliate offices or directorships** held and the years in which they were held.

Position: _____ Dates: _____

Position: _____ Dates: _____

Position: _____ Dates: _____

Position: _____ Dates: _____

List additional committees, appointments, or assignments you have held with AQHYA or your affiliate.

Position: _____ Dates: _____

Position: _____ Dates: _____

Position: _____ Dates: _____

Position: _____ Dates: _____

Speak to your work ethic and leadership skills.

Discuss your motivation, goals, and challenges you have overcome.

How have you been active in your community or given back to others?

Officer and Director Candidate Memorandum of Agreement

By signing this agreement, you agree to meet all deadlines, which include April 1 for all application materials, June 1 for all candidate speeches, and June 15 for the candidate workbook. You understand that all deadlines are final and failure to meet these deadlines will result in forfeit of your candidacy. You also acknowledge that you have read and understand the rules and bylaws of AQHA and AQHYA. You acknowledge that AQHYA officers and directors are required to attend and prepare for various activities and, if elected, you agree to commit one year to serve AQHYA. Please collect the required signatures for this agreement before returning it to AQHYA.

I have supplied accurate and truthful information to the best of my knowledge and request that I be considered a candidate for AQHYA officer or director.

Officer/Director Candidate Signature

Date

We recommend _____ as a candidate for AQHYA Officer/Director.
(print name of officer/director candidate)

Print name of Affiliate Youth Advisor

Signature

Date

Print name of Parent/Guardian

Signature

Date

Print name of AQHYA Member
(Not related to officer/director candidate.)

Signature

Date

Print name of AQHYA Member
(Not related to officer/director candidate.)

Signature

Date

RÉSUMÉ

Each candidate will submit either a functional, chronological, or combination résumé following an appropriate resume format. The résumé should be one page in length. The résumé is due **April 1**.

What is a résumé?

A résumé is a brief document that summarizes your education, employment history, and experiences that are relevant to your qualifications for a particular job for which you are applying.

Where do I start?

While résumé writing can be a challenge, the process will help you consider your strengths and weaknesses. It is important that your résumé highlights the qualifications that make you the best person for the job. Since the résumé for this position should be no longer than one page in length, you must prioritize which information to include and which to exclude.

Prior to writing your résumé, consider conducting research to learn what components make a strong résumé, what will make your résumé stand out, and how to format a résumé. There are many possible combinations of material to include in a résumé, but if you conduct a thorough search of resume writing sites, you will find many recurring tips and pieces of advice. You may want to begin your search with the credible Purdue OWL website (owl.english.purdue.edu/owl/), an excellent source for learning how to write a résumé.

STATEMENT OF INTENT

Each candidate will submit a 250 word or less statement on the topic “Why I want to be an officer or director.” The statement of intent is due **April 1**.

What is a statement of intent?

A statement of intent reflects who you are and why you would be an asset to the program to which you are applying.

Where do I start?

The statement of intent is one of the most important, and most challenging, elements of your application packet. It is the only opportunity you will have to let the evaluator directly get to know you. He or she will have some sense of who you are based on your recommenders’ notes and on the other application materials; however, this is the chance for you to personally make a good, strong impression.

Before you begin writing your statement of intent, consider the following questions:

- Why do I want to be an officer or director with AQHYA?
- What has led me to an interest in a leadership position with AQHYA?
- Why do I believe a leadership position in AQHYA is right for me?
- What can I bring to the position?
- How do my experiences and qualifications make me the best candidate?
- How do I hope to use the experience gained as an officer or director in my future?

While these questions are important for you to consider prior to writing your statement of intent, it is best to avoid listing answers to these questions separately within your statement. Instead formulate a cohesive description of your reasons for applying by incorporating elements of your answers to these questions in a well-developed paragraph or two.

ESSAY ON CANDIDATE PLATFORM

Each candidate will submit a 500 word or less essay on his or her officer or director platform. This will be his or her platform for the year if elected to serve as an officer or director. The essay on the candidate's platform is due **April 1**.

What is a platform?

A platform is a statement of your beliefs and what you hope to accomplish if elected.

Where do I start?

In the application materials for AQHYA officer or director, your platform will be submitted in the form of a carefully worded essay. Traditionally, candidates in political campaigns use platforms to address topics that appeal to potential voters. Statements included in a candidate's platform blend a candidate's personal interests and goals as well as items of concern to voters.

Platforms may focus on one fully-developed issue or on a number of smaller, less developed issues, depending on the interests and scope of the candidate's campaign goals. As a candidate for AQHYA officer or director, you might consider identifying areas of the association you believe need to be improved. You may also want to contact youth within your region, or the larger association, to question them about areas they feel warrant change.

It is important for candidates to note the AQHYA leadership team often works together to achieve common goals while considering the platform of individual officers and directors. These groups are organized by regions and committees. You may want to consider how you would utilize fellow officers, directors, or members of your committee to achieve your goals and include these ideas in your platform essay.

Consider the following questions prior to formulating your platform:

- What are my personal beliefs about AQHYA?
- What is my vision for the association?
- What are my region's strengths and weaknesses?
- What stand do I want to take to promote change?
- What goals can I implement to affect this change?

LETTERS OF RECOMMENDATION

Each candidate will submit letters of recommendation from the following:

- a. One letter from their affiliate youth advisor.
- b. Two letters from other individuals not related to the candidate.

Once the letters are complete, have the author seal the letter in an envelope, sign across the back of the envelope, and have the letter mailed (or delivered) to you. Do not open the letters. The three letters of recommendation must be enclosed with the candidate's application. Do not send more than three letters of recommendation. Letters of recommendation are due **April 1**.

PHOTOGRAPH OF CANDIDATE

Each candidate will submit a high-quality headshot of him- or herself with a signed photo permission to be used for publicity. The photo permission may be obtained from the photographer. The photo is due **April 1**.

APPLICATION SUBMISSION REQUIREMENTS

- All candidate application materials must be received at AQHA in Amarillo, Texas, by the end of the day **April 1** (5:00 p.m. Central Time)—not postmarked April 1.
- Materials must be submitted in the form of a hard copy—no e-mail applications will be accepted (except international candidate applications). While the professional appearance of your application materials is important, do not enclose materials in a portfolio, presentation binder, or report cover.

AGREEMENT FOR PARTICIPATION IN AQHYA ACTIVITIES (“AGREEMENT”)

For purposes of this Agreement, the terms “AQHYA Activities” or “Activities” includes, but is not limited to, actual American Quarter Horse youth Association (“AQHYA”) events and programs, travel to and from AQHYA events and programs and any activities (scheduled, unscheduled, supervised and/or unsupervised) that occur between the first day of scheduled events or programs and the last day of scheduled events and programs.

IN CONSIDERATION of being permitted to participate in AQHYA Activities, I

_____, for myself, personal representatives, assigns, heirs, and next of kin:
(printed name of AQHYA Activities Participant) (“Participant”)

1. **ACKNOWLEDGE**, agree, and represent that I understand the nature of AQHYA Activities and that I am qualified, in good health, and in proper physical condition to participate in such Activities;
2. **FULLY UNDERSTAND THAT: (a) AQHYA ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING, BUT NOT LIMITED TO, “INHERENT RISKS OF EQUINE ACTIVITIES”, PERMANENT DISABILITY, PARALYSIS, AND DEATH (collectively “RISKS”); (b) these RISKS and dangers may be caused by my own action or inaction, the action or inaction of others participating in the Activities, the condition in which the Activities takes place, or THE NEGLIGENCE OF THE “RELEASEES” NAMED BELOW; (c) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; (d) “Inherent risk of equine activities” means dangers or conditions that are an integral part of equine activities, including, but not limited to, any of the following: (i) the propensity of an equine to behave in ways that may result in injury, death, or loss to persons on or around the equine; (ii) the unpredictability of an equine’s reaction to sounds, sudden movement, unfamiliar objects, persons, or other animals; (iii) hazards, including, but not limited to, surface or subsurface conditions; (iv) a collision with another equine, another animal, a person, or an object; and (v) the potential of an equine activity participant to act in a negligent manner that may contribute to injury, death, or loss to the person of the participant or to other persons, including but not limited to, failing to maintain control over an equine or failing to act within the ability of the participant; AND I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I INCUR AS A RESULT OF MY PARTICIPATION IN THE ACTIVITIES;**
3. **WARRANT** and represent that, if the Activities involve horses, I am adequately qualified and experienced to both (a) safely handle and ride a horse in a manner to protect myself and other participants, and (b) participate with groups of riders and horses, such as to take adequate defensive action to avoid injury from third party riders and horses. Furthermore, I understand that it is my responsibility to ascertain the adequacy of my training and experience, and to conduct myself in a manner such as to make the Activities safe and enjoyable for all participants and myself;
4. **HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE AQHA, AQHF OR AQHYA OR THEIR RESPECTIVE ADMINISTRATORS, DIRECTORS, AGENTS, OFFICERS, MEMBERS, VOLUNTEERS, AND EMPLOYEES, OTHER PARTICIPANTS, ANY SPONSORS, ADVERTISERS, AND, IF APPLICABLE, OWNER AND LESSORS OF PREMISES ON WHICH THE ACTIVITIES TAKE PLACE, (EACH CONSIDERED ONE OF THE “RELEASEES” HEREIN) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES WHENEVER OR HOWEVER ARISING AS TO INJURY, DEATH AND/OR PROPERTY DAMAGE OCCURING AS A RESULT OF MY PARTICIPATION IN THE ACTIVITIES OR CAUSED OR ALLEGED TO BE CAUSED IN WHILE OR IN PART BY THE NEGLIGENCE OF THE “RELEASEES” OR OTHERWISE.**

5. **AGREE** to indemnify, hold harmless and defend “RELEASEES” at my expense, from any and all liability, whenever or however arising, from all third party claims, demands, causes of action, suits, judgments, liabilities, costs and expenses of any nature arising out of (i) my negligent act(s) or omissions during or related in any way to the Activities; and/or (ii) my willful act(s) or omission(s) during or related in any way to the Activities; and/or (iii) any misinformation or misrepresentations made by me in this Agreement. I agree to pay any of “RELEASEES” costs, expenses and reasonable attorney fees incurred, arising directly or indirectly out of or with respect to any third party claims or associated with the enforcement of the indemnity obligations referenced above.
6. **UNDERSTAND** that should I not abide by the established rules of conduct, I will be returned home, and I agree to pay for the necessary transportation expenses for the accompanying chaperone and myself. Specifically, insubordination, possession and/or consumption of alcoholic beverages, possession and/or use of harmful non-prescribed drugs or substances, destruction of property, cheating or misrepresentation in a competition event, failure to participate in program as scheduled, fighting, disruptive behavior, violation of AQHA or AQHYA rules and regulations, violation of established curfews and any other policies established by the supervisor designed to assure the safety and well-being of the group and individuals will be deemed as just cause for disciplinary action; and
7. **AUTHORIZE** those in charge of the delegation to make medical arrangements for the care of me as deemed necessary. I further authorize any licensed medical person/facility to treat me. I agree to assume full financial responsibility for any medical services provided.

Please list any special health factors which the Participant has, such as asthma, heart condition, epilepsy, diabetes, allergic reaction to medication, etc. (attach additional sheet if necessary):

Please list any prescribed or patent medications that the Participant will be taking while attending and/or participating in the Activities (attach additional sheet if necessary):

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Participant Address City, State ZIP Code

Participant Phone Number

Participant’s Signature (required ONLY if age 18 or over) Date

PARENTAL/GUARDIAN CONSENT, AUTHORIZATION, RELEASE & INDEMNITY

And I, the Participant’s parent and/or legal guardian, have read this Agreement and fully understand its terms. I understand the nature of the Activities, the associated Risks of the Activities and the Participant’s experience and capabilities and represent that the Participant is qualified, in good health and in proper physical condition to participate in such Activities. **I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I INCUR AS A RESULT OF THE PARTICIPANT’S PARTICIPATION IN THE ACTIVITIES.**

I HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE THE “RELEASEES” FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES WHENEVER OR HOWEVER ARISING AS TO INJURY, DEATH AND/OR PROPERTY DAMAGE OCCURRING AS A RESULT OF PARTICIPANT’S PARTICIPATION IN THE ACTIVITIES OR CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE “RELEASEES” OR OTHERWISE. I agree to indemnify, hold harmless and defend “RELEASEES” at my expense, from any and all liability, whenever or however arising, from all third party claims, demands, causes of action, suits, judgments, liabilities, costs and expenses of any nature arising out of (i) Participant’s negligent act(s) or omissions during or related in any way to the Activities; and/or (ii) Participant’s willful act(s) or omission(s) during or related in any way to the Activities; and/or (iii) any misinformation or misrepresentations made by the Participant or me in this Agreement. I agree to pay any of “RELEASEES” costs, expenses and reasonable attorney fees incurred, arising directly or indirectly out of or with respect to any third party claims or associated with the enforcement of the indemnity obligations referenced above.

Should the Participant not abide by the established rules of conduct, I understand that the Participant will be returned home, and I agree to pay for the necessary transportation expenses for the Participant and the accompanying chaperone. I authorize those in charge of the delegation to make medical arrangements for the care of the Participant as deemed necessary. I further authorize any licensed medical person/facility to treat the Participant. I agree to assume full financial responsibility for any medical services provided.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IS ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Printed Name of Parent/Guardian

Physical Address	City, State	ZIP Code
Home Phone	Work Phone	Cell Phone
Name of another person who would know the whereabouts of Parent/Guardian		Phone
Name of Family Physician	Address	Phone

Parent/Guardian Signature (required regardless of participant’s age) **Date**

AQHYA EVENT CLOTHING GUIDELINES

The Basic 411

- **DO dress neatly and appropriately!** Clothing must be clean and free of holes and tears. Long sleeved shirts and jeans are a great choice.
- **DON'T wear too little clothing.** No shorts unless designated. No bare skin between shirt and pants. No cleavage!
- **DO take your hat off inside, unless we're dancing the night away!** Hats should be removed by males and females inside buildings. The exception is that during dances hats may be worn.
- **DON'T wear just a spaghetti-strap top.** Layer with a shirt with sleeves.

Strut Your Stuff!

During business trips and outings dress professionally!

- Business-appropriate attire should be worn. Dress as if you were attending church or a wedding.
- Male AQHYA members wear a suit and tie, or a buttoned and collared shirt with a tie and dress slacks. Wear dress footwear—no sneakers.
- Female AQHYA members wear a dress or skirt of at least mid-thigh length, or slacks with dress footwear. Pair skirts and slacks with a buttoned and collared shirt or blouse.
- Remember to tuck your shirts in and wear a belt!

During formal/semi-formal events dress up!

- Male AQHYA members wear a buttoned and collared shirt with a tie, dress slacks or dark jeans with a belt and appropriate footwear.
- Female AQHYA members wear your best dress or a skirt of at least mid-thigh length or slacks/dress jeans with a coordinating top. Sundresses are okay, but no cleavage or belly showing, please! Finish your look with appropriate footwear.

Major DON'Ts:

- No garments, buttons or accessories with offensive slogans, advertisements or artwork
- No muscle shirts or long chains
- No tube tops, halter tops, spaghetti straps, off-the-shoulder tops, low-cut tops, backless tops or sheer shirts
- No swimwear outside of the pool area

Tough Love

If an AQHYA member is inappropriately dressed, he or she will be asked by an AQHA employee, youth advisor or adult chaperone to immediately change into something appropriate. If an AQHYA member refuses to comply in a timely manner, he or she will be sent home at the parent's expense.

I, _____, understand that my appearance can reflect positively or
(print name of participant)

negatively on the entire AQHYA community and that I represent myself, my family, and my affiliate as well as the American Quarter Horse Association. I have read and understand the expectations and penalties related to the AQHYA Event Clothing Guidelines.

Signature of participant

Date

I, _____, have read and understand the expectations and penalties
(print name of parent or guardian)
related to the AQHYA Event Clothing Guidelines and agree to be bound by them.

Signature of parent or guardian

Date

AQHYA CODE OF CONDUCT

One purpose of AQHYA is “to encourage high moral character, sportsmanship, and clean living among all its members.” To this end, AQHYA members should commit themselves to gaining the knowledge and skills to enable them to make wise decisions through opportunities that develop independence. By gaining a sense of independence, the AQHYA member is committed to exercise self-discipline, personal responsibility and become an independent thinker. Therefore, the youth, by signing this contract, agrees to conduct him- or herself in a responsible manner and abide by all expectations as stated.

Expectations

- Possession or consumption of alcoholic beverages is prohibited.
- Possession or use of harmful non-prescribed drugs is prohibited.
- Smoking or using other tobacco products is prohibited.
- Participants will communicate in an open, honest, and respectful manner in all situations, which includes not engaging in or tolerating slander, put-downs, insults, taunting, name calling, yelling, profane language, sexual innuendos, or other comments or hostile behaviors likely to offend, hurt, or set a bad example.
- Participants will not threaten physical harm or take action with physical harm or verbal abuse.
- Participants will not engage in public displays of affection or inappropriate sexual conduct.
- Participants will show respect for the property and facilities used during the event and will assume financial responsibility for any damages they cause.
- Participants will observe the curfew times as set forth in the event program and remain in their assigned room. Boys and girls are not allowed to be in each other’s rooms for any reason.
- Unauthorized absence from the event premises is not permitted.
- Participants will adhere to the AQHYA Event Clothing Guidelines.
- Cheating or misrepresentation at any AQHYA event is prohibited.
- Participants will follow the direction of AQHA staff, youth advisors, chaperones, or designated group leaders, as well as support and abide by the decisions of these individuals.
- Participants will refrain from conduct that is detrimental to the interest of AQHA, its programs, policies, objectives, and harmonious relationship of its members.
- Participants will be responsible for their own behavior/conduct, uphold high standards for the group, and accept the consequences for inappropriate behavior.
- Participants will participate fully in the program, activity, and/or event, as well as adhere to any and all rules at the designated AQHYA event they are attending.
- Participants will adhere to any and all AQHA and AQHYA rules and regulations.

In addition to other disciplinary actions deemed appropriate by the AQHYA Advisory Board, I understand the following disciplinary action may be taken should I violate the above expectations:

- I may be sent home immediately at my own expense and forfeit all AQHYA awards and trips.
- I may be suspended from attending any AQHYA event for one year (defined as through that same event the following year) from the time of the infraction.
- I may not be allowed at any time during the suspension year to represent AQHYA in any leadership position at the affiliate or national level.
- I may not be allowed to represent AQHYA at any state, regional, or national event during the suspension year.
- My AQHA and/or AQHYA membership may be suspended for a length of time to be determined by the AQHYA Advisory Board.
- Second offenders may be ineligible to participate in any state, regional, or national event or hold a leadership position for the remainder of their AQHYA career.
- I understand that the consumption, possession, or use of alcohol or harmful non-prescribed drugs by a minor is against the law, and I know that I may be reported to the proper authorities.

I, _____, understand that my behavior affects the entire AQHYA
(print name of participant)

community and that I represent myself, my family, and my affiliate as well as the American Quarter Horse Association. I have read and understand the expectations and penalties related to the AQHYA Code of Conduct.

Signature of participant

Date

I, _____, have read and understand the expectations and penalties
(print name of parent or guardian)

related to the AQHYA Code of Conduct and agree to be bound by them.

Signature of parent or guardian

Date

FOLLOWING SUBMISSION OF CANDIDATE APPLICATION

Following the **April 1** deadline for candidate applications, the manager of AQHYA will contact each of the candidates regarding the completion of the candidate workbook. Workbooks will be sent to each candidate via e-mail or mail to be completed and returned to AQHA by **June 15**.

The purpose of the workbook is to engage candidates with the workings and history of the American Quarter Horse Association and its youth association. By completing the workbook, each candidate will have a better understanding of his or her role in and how he or she can impact the largest equine association in the world.

FREQUENTLY ASKED QUESTIONS

On average, how much time do AQHYA officers and directors devote to their duties per week?

- The time commitment varies depending on the time of year, number of conference calls scheduled, upcoming events, commitment level of the individual, etc.
- On average, officers spend 3 to 5 hours per week working on AQHYA duties; directors spend 2 to 3 hours per week working on AQHYA duties.

What type of promotional items or give-a-way materials should I bring to the Youth Excellence Seminar?

- The type of promotional items candidates choose to bring to Y.E.S. varies from candidate to candidate. Promotional items in the past have included candy, buttons, sunglasses, pens, pencils, earbuds, etc.
- Many candidates attempt to creatively match their campaign slogan to their give-a-way. Examples include “Make the SMART choice! Vote for Tom” and the give-a-way is a pack of Smarties candy; “Win with Jessie!” and the give-a-way is a blue ribbon with Jessie’s picture and campaign slogan.
- It is not necessary for candidates to spend a large amount of money on promotional items, nor is it necessary for candidates to bring promotional items if finances or other situations prevent.

How many promotional items should I bring to the Youth Excellence Seminar?

- There are several factors that contribute to the number of promotional items a candidate could choose to bring to Y.E.S.
 1. The number of youth participants who attend Y.E.S. is typically around 150.
 2. A candidate for officer would want to deliver his or her message to as many youth attendees as possible. On the other hand, a candidate for director may only want to target members of his or her region.
 3. A candidate who spends the majority of his or her time waiting for youth attendees to approach his or her table will not reach as many youth as a candidate who approaches attendees with the purpose of soliciting their vote.

Why are youth who turn 19 before January 1 of the year they are elected not allowed to be a candidate for officer or director?

- According to the AQHYA bylaws, members of AQHYA are “boys and girls 18 years of age or under. The age of the youth as of January 1 will be the age maintained the entire year.” For youths whose 19th birthday is prior to January 1, the membership card will expire on December 31. A youth must be a member of AQHYA the year they run for an officer or director position.
- A youth who turns 19 on January 15 maintains his or her youth membership for the rest of the year and may submit an application for office. A youth who turns 19 on December 15 will upgrade his or her youth membership on January 1 and may not submit an application for office.

What is the function of an AQHYA delegate?

- According to AQHYA bylaws, a youth affiliate exercises its voting privileges in AQHYA through its delegates. Four delegates from each affiliate vote for the officers and directors of AQHYA at the Youth Excellence Seminar.
- Delegates are selected by each affiliate pursuant to the individual affiliate's bylaws or constitution. Names of affiliate delegates are submitted to AQHYA each year by the affiliate's youth advisor.
- Each affiliate may have more than one delegate submit an application for or be elected as AQHYA officer or director.

Do candidates need to register and pay the registration fee to attend the Youth Excellence Seminar?

- Yes, all candidates should register and pay for Y.E.S. prior to the registration deadline.

Do candidates for officer and director need an adult chaperone to attend the Youth Excellence Seminar?

- Yes, all candidates for officer and director need an adult chaperone to attend Y.E.S.

What travel arrangements should candidates make regarding the Youth Excellence Seminar and the following officer and director training?

- Candidates are responsible for travel arrangements to and from Y.E.S.
- Candidates are responsible for hotel accommodations prior to and during Y.E.S.
- Newly elected officers and directors are required to stay an extra two days after Y.E.S. for training and should plan their travel accordingly.
 - All candidates are advised to make flight arrangements to depart Y.E.S. the day following the seminar. If a candidate is elected, AQHYA will pay for any costs over the typical \$100 change fee to return the candidate home after training. (Example: If the change fee is \$200, the candidate pays \$100 and AQHYA pays \$100.) If a candidate is not elected and is not scheduled to depart the day after Y.E.S., the candidate is responsible for the cost.
 - Candidates are advised to make travel arrangements that are conducive to change (i.e. do not book highly restrictive fares that do not allow changes to the itinerary). AQHA reserves the right to not reimburse any unreasonable costs incurred due to these types of fares.
 - If a candidate is uncomfortable or unwilling to travel on his or her own to or from Y.E.S., it is the candidate's responsibility to make arrangements for a chaperone to accompany him- or herself.
 - AQHA will pay for hotel and food expenses of the newly elected officers and directors while they attend the two days of training.
 - AQHA staff will assume chaperone duties of the newly elected officers and directors beginning with the first day of training through their departure following training.

What travel opportunities are extended to AQHYA officers and directors?

- Travel opportunities for AQHYA officers and directors include, but are not limited to, the following:

AQHA Convention	NHSRA Finals
IEA Finals	Youth World Show
AHYC Symposium	National FFA Convention
AHC National Issues Forum	AQHVA Racing Experience
Youth Excellence Seminar	

- Currently, the AQHYA officers are extended the first opportunity to attend events to represent AQHYA. Decisions regarding who will travel to represent the association are made on a case-by-case basis dependent upon available funds and the schedule of officers.
- Occasionally, affiliate associations request a representative of AQHYA to attend the affiliate's convention or awards meeting. In these situations, an officer or director residing within that region will be encouraged to attend. Should a representative be unavailable, the invitation will be extended to an officer or director residing in a neighboring region.
- Each AQHYA officer or director is encouraged to attend his or her affiliate's convention as well as frequent events sponsored by his or her affiliate.
- As an AQHYA officer or director, you must be willing/able to travel not listed as an unaccompanied minor. In addition, all participants will be required to submit their travel itineraries to the Manager of Youth Development and AQHYA for all travel.
- Chaperones for AQHYA officer and director travel are determined on a case-by-case basis. Arrangements will be communicated to officers, directors, and parents prior to each trip.

Which officer and director travel expenses are paid for by AQHYA?

- AQHA may pay for all of part of officer and director travel expenses dependent upon available funds; however, the Manager of Youth Development and AQHYA must approve expenses for each trip in advance. All travel arrangements, including flight and hotel reservations, will be made and approved by the Manager of Youth Development and AQHYA.
- All flights will be made on a non-refundable, non-changeable basis. Any changes to tickets or reservations, which result in an extra charge, will be billed to the officer or director.
- Any incidental charges (meals, tips, cab fare, etc.) for reimbursement will be turned into the Manager of Youth Development and AQHYA within 24 hours of conclusion of the trip. Please note that these expenses are also subject to approval. AQHA recommends you travel with a credit card when traveling alone.

APPENDIX

APPLICATION RUBRIC

	Maximum Score	Candidate's Score
I. Participation in AQHYA	17	
A. Years of Membership in AQHYA (including current year) 1 year of membership = .25 points 2 years of membership = .5 points 3 years of membership = 1 point	1	
B. Attendance at Youth Excellence Seminar .25 points for each year attended; maximum of 1 point	1	
C. AQHYA Affiliate / National Office(s) Held .25 points for serving as an affiliate officer .75 point for serving as AQHYA Regional Director 1 points for serving as AQHYA National Officer	2	
II. Application Answers a. Does the candidate's response indicate evidence of a strong work ethic and above average leadership skills? b. Does the candidate's response indicate a high level of motivation, ability to set and achieve goals, and strength to overcome challenges? c. Does the candidate's response indicate an interest in community involvement and giving back to others?	3	
III. Statement of Intent a. Does the candidate fully explain his or her reasons for seeking an officer or director position? b. Does the answer reflect the candidate's experiences and qualifications? c. Does the answer demonstrate interest and desire to grow? d. Are excellent written communication skills demonstrated?	2	
IV. Essay on Platform of the Year a. Does the candidate fully explain how his or her beliefs coordinate with what he or she hopes to accomplish as an officer or director? b. Are the candidate's platform goals realistic, visionary, and attainable? c. Do the candidate's goals promote a stronger association? d. Do the platform goals reflect sufficient thought and analysis? e. Are excellent written communication skills demonstrated?	4	
V. Letters of Recommendation a. Are the recommendation letters fully supportive of the candidate? b. Do the letters portray a unique side to the candidate not contained elsewhere in the application materials? c. Do the letters of recommendation demonstrate the candidate's leadership ability?	3	
VI. Professional Appearance of Application a. Are the application materials professional in appearance? b. Were all guidelines followed?	1	
Candidate's Total Score		

RÉSUMÉ RUBRIC

	Maximum Score	Candidate's Score
	8	
I. Format and Appearance <ul style="list-style-type: none"> a. Is résumé limited to one page? b. Does candidate use an acceptable résumé format? c. Is résumé presented on professional, résumé-quality paper? d. Does candidate's résumé give a professional impression? e. Does candidate's résumé lend itself to ease of readability and utilize appropriate spacing? 	1	
II. Grammar, Punctuation, and Spelling <ul style="list-style-type: none"> a. Does candidate use vocabulary and grammar appropriate to a résumé? b. Are candidate's punctuation and spelling indicative of excellent written communication skills? 	1	
III. Content <ul style="list-style-type: none"> a. Does candidate convey his or her contact information? b. Does candidate specify the position sought or objective? c. Does candidate identify his or her education? d. Does candidate identify relevant experience and skills? e. Does candidate identify relevant achievements, honors, and community involvement? 	2	
IV. Experience <ul style="list-style-type: none"> a. How well do the candidate's experience and background align with success as an officer or director? b. Do the candidate's personal and/or volunteer activities show the type of mission commitment sought from an officer or director? c. How many of the candidate's accomplishments resonate with our organization? d. Does the content of the résumé give the reader a sense of the person behind the document? 	4	
Candidate's Total Score		

INTERVIEW RUBRIC

	Maximum Score	Candidate's Score
	25	
I. Appearance a. Is the candidate well-groomed? b. Is the candidate's clothing appropriate for a business interview?	4	
II. Greeting a. Is the candidate friendly and courteous to all involved in the interview? b. Does the candidate shake hands and extend an appropriate greeting?	4	
III. Verbal and Non-Verbal Communication a. Does the candidate utilize clear speech as well as appropriate sentence structure and grammar? b. Is the candidate's volume appropriate for a business interview? c. Is the candidate poised and businesslike in carriage? d. Does the candidate's eye contact, posture, gestures, etc., indicate an enthusiasm for AQHYA and a willingness to communicate?	7	
IV. Response to Questions a. Does the candidate convey his or her interest in and qualifications for an officer or director position? b. Does the candidate explain his or her beliefs about and goals for the association? c. Are the candidate's ideas original, logical, and relevant to the advancement of AQHYA? d. Does the candidate indicate a strong work ethic and leadership skills, as well as a desire to be a team player? e. Is the interviewer left with the impression that the candidate will be a good spokesperson for AQHYA?	10	
Candidate's Total Score		

PREPARED SPEECH RUBRIC

	Maximum Score	Candidate's Score
	18	
I. Organization a. Is the candidate's main purpose clear? b. Are the candidate's ideas focused and developed? c. Does candidate utilize an introduction, body, and conclusion?	3	
II. Verbal and Non-Verbal Communication a. Does the candidate use language choices familiar to the audience and appropriate to the setting? b. Does the candidate use vivid and precise language choices? c. Is the candidate's delivery natural, confident, and enhances his or her message? d. Does the candidate's eye contact, posture, gestures, etc., indicate a commitment to the topic and a willingness to communicate?	3	
III. Audience Adaptation a. Does the candidate effectively keep the audience engaged? b. The candidate's topic selection and examples are interesting and relevant for the audience and occasion?	3	
IV. Candidate's Message/Topic Knowledge a. Does the candidate convey his or her interest in and qualifications for an officer or director position? b. Does the candidate thoroughly explain his or her platform (beliefs about and goals for the association)? c. Is the candidate's supporting material original, logical, and relevant to the advancement of AQHYA?	6	
V. Time Limit = 2 minutes* Elapsed Time = _____ *Candidates are given a 15 second grace period before points are deducted. a. Speech is 0:00 – 2:15 minutes in length; score is 3 points. b. Speech is 2:15 – 2:45 minutes in length; score is 2 points. c. Speech is 2:45 – 3:15 minutes in length; score is 1 point. d. Speech is 3:15+ minutes in length; score is 0 points.	3	
Candidate's Total Score		

IMPROMPTU QUESTION RUBRIC

	Maximum Score	Candidate's Score
	7	
I. Organization a. Is the candidate's main purpose clear? b. Are the candidate's ideas focused and developed? c. Does candidate utilize an introduction, body, and conclusion?	1	
II. Verbal and Non-Verbal Communication a. Does the candidate use language choices familiar to the audience and appropriate to the setting? b. Does the candidate use vivid and precise language choices? c. Is the candidate's delivery natural, confident, and enhances his or her message? d. Does the candidate's eye contact, posture, gestures, etc., indicate a commitment to the topic and a willingness to communicate?	1	
III. Audience Adaptation a. Does the candidate effectively keep the audience engaged? b. The candidate's topic selection and examples are interesting and relevant for the audience and occasion?	1	
IV. Candidate's Message/Topic Knowledge a. Does the candidate convey an appropriate level of knowledge about the topic? b. Does the candidate thoroughly explain his or her position? c. Are the candidate's thoughts original, logical, and relevant to the advancement of AQHYA?	3	
V. Time Limit = 1 minute* Elapsed Time = _____ *Candidates are given a 15 second grace period before points are deducted. a. Speech is 0:00 – 1:15 minutes in length; score is 1 point. b. Speech is 1:15 – 1:45 minutes in length; score is .5 points. c. Speech is 1:45+ minutes in length; score is 0 points.	1	
Candidate's Total Score		