

**WYOMING BACK  
COUNTRY HORSEMEN**

**Procedures Manual**

## Important Dates for WyBCH State and Chapters

- January      State Treasurer dues to National BCHA
- February     Volunteer hours sent to National BCHA
- March        Deadline for filing State Annual Report with Wyo Sec of State  
sos\_annualreports@state.wy.us (307-777-7311)  
<http://wyobiz.wy.gov>
- April         IRS Form 990-N (E-Postcard) for 501(c)(4) organization  
(due to IRS no later than May 15<sup>th</sup>)  
<http://epostcard.form990.org>
- September   Nominating committee for officers/national directors (alt)
- November    Individual Chapter membership list and dues need to be sent to Treasurer  
of WyBCH
- Volunteer hours should be sent to WyBCH state coordinator for  
                compilation and forwarded to National BCHA
- Finalize Rendezvous sponsoring chapter for following year
- Election of officers/national directors (alt)

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State Chair  
or  
Chapter President

## State Chair or Chapter President

Chief Executive officer of the state/chapter under the direction of the Board.

Know the Bylaws and Constitution set up by the State or your WyBCH chapter.

Duties:

1. To preside at all general chapter meetings
2. Prepare agenda, and send out (as required) well in advance of the meeting
3. Manage discussions
4. Keep meetings on track
5. Follow Roberts Rules of Order (unless Chapter is using other guidelines)
  - a. Make sure all know what's being debated and voted on
  - b. Know how to conduct voting
  - c. Know the steps in a meeting
  - d. Learn how to handle points of order and appeals
  - e. Memorize constantly used procedures
6. Communications: Forward information to members using communication tree  
State Chair > State Directors > Chapter officers > membership
7. Attend all events

Leadership Role:

1. Build the organization by example
2. Make each other look good, speak well of fellow members
3. Limit the time for each speaker
4. Important to deal with friction within the Board / Chapter and not let it take over the meeting
5. Hold to the purpose of WyBCHA
6. Build on each other's work
7. Bylaws vs. Policies
8. Assign responsibility to file:
  - a. IRS Form 990
  - b. Sec of State annual Corp Report

## Meeting Agenda

Date / Time / Place:

Attendance:

Reading of minutes

Approval / Changes:

Treasurer's report:

Acceptance

Announcements:

Committee reports:

Old business:

- 1.

New business:

- 1.

- 2.

Chapter reports

Next meeting:

Meeting adjourned: (time)

## **Fundamental Principles of Leading a Meeting**

Meetings can be streamlined and efficient when simple tools and courtesies are observed.

1. Envision what is going to happen.
2. Prepare a working agenda.
3. Inform membership of agenda contents in a timely manner.
4. Prioritize business so that essential agenda items are listed first.
5. Review and correct (if necessary) previous meeting minutes before they are brought up for approval at the next meeting. If minutes are distributed and read prior to the meeting, there will be more time to do the important business.
6. Arrive early.
7. Start on time.
8. Insure you have a quorum in attendance to conduct business.
9. State the purpose, objectives and estimated time for the agenda. Now is the time to ask for approval or additions to the agenda. This will reduce the number of new topics interjected at random that delays meetings.
10. Keep the meeting focused. Restate objectives periodically. Stick to the agenda. If another topic comes up during the meeting, decide:
  - a. If it warrants immediate attention and should take priority over planned agenda items.
  - b. Acknowledge the issue, but defer it to the end of the meeting when the planned agenda items have been addressed.
  - c. Defer it to the next meeting and place it on the agenda for discussion.
11. Keep watch on the time. Recognize comfort needs of the group.
12. Do not draw attention to latecomers. Do not interrupt the meeting to update them.
13. Represent the group to the group. 90% of the Chair's comments should be reflective of the group, NOT the Chair as an individual. Demonstrate impartiality.
14. Separate facts from opinions or beliefs. Clarify.
15. Restates the motion for clarification, and the names of the person(s) making and seconding the motion. Same process for amendments. This is very important to eliminate confusion for everyone present and to be clearly documented in the minutes.
16. Assigns responsibility for action and a time frame for completion. Determine if topic needs to be on the next agenda, for follow up and closure.
17. Seek comments from others. Draw in less verbal members. Discourage input by only one or two vocal members. Make people feel important and that they are involved in the decision making. More ideas / discussion are generally a positive.
18. Send out follow-up reminders to members who have tasks assigned to them for completion prior to the next meeting.

**State Vice Chair  
or  
Chapter Vice President**

## **State Vice Chair or Chapter Vice President**

The Vice Chair / Vice President, in the absence of the Chair / President, will preside at the membership meetings and the Board of Directors meetings. When acting in the place of the Chair / President, the Vice Chair / Vice President shall have all the powers, duties, responsibilities and privileges of the office.

Possible duties for Vice Chair / Vice President:

1. Oversee committees
2. Program chairman
3. Correspondence
4. Volunteer hours / adopt a trail coordinator
5. Public relations
6. Telephone committee/tree
7. Historian
8. Inventory of chapter equipment
9. Give direction to Trail Bosses

Know and follow the State and/or Chapter BCH Bylaws.

**Secretary**

## Chapter Secretary

The secretary has multiple duties before, during and outside of the meetings. These can be developed through the State or Chapter Bylaws, and by referring to Roberts Rules of Order.\* The following are standard examples.

### Pre-meeting roles:

1. Send out notice of meeting agenda as prepared by Chair / President
2. Prepare the order of business for presiding Officer

### Roles during the meeting:

1. Membership roll call
2. Reading of minutes, any correspondence and resolutions to the meeting
3. Record motions during meetings
4. Assist with voting
5. Drafting of the minutes for all regular board and special meetings
6. Correction and approval of minutes

### Roles outside of the meetings:

1. Keeper of the records
  - a. Bylaws
  - b. Standing rules
  - c. Minutes
  - d. Membership list
  - e. Committee reports
2. Conduct the chapter's official correspondence

### Meeting minutes:

In the future, minutes will be completed by Secretary, in a timely manner, and sent out to the other officers of the WyBCHA (Chair, V-Chair and Treas) for additions / corrections. Upon completion of this initial review, the minutes will be emailed to the entire BOD for review and approval via an email vote. This entire procedure should take less than a month to complete. This will ensure that BOD meeting minutes are finished and approved while the meeting is still fairly fresh in everyone's mind. (Approved February 2012)

\* Robert's Rules of Order First Da Capo Press edition 2004

## Voting Procedures:

The following procedure for conducting email votes was approved: WyBCHA E-Mail Voting Procedure (2013)

1. E-Mail voting should be used only in extremely rare situations
2. A majority of the officers of the WyBCHA shall be in agreement to pose a question to BOD
3. Upon agreement, Chairman shall explain to the WyBCHA BOD the rationale for the need of an E-Mail vote on the issue at hand and ask for a motion
4. After receiving a motion and second, Chair asks for discussion on the question
5. If any Director asks for discussion, 48 hours shall be given before Chair calls for a vote
6. Director voting shall be open for a maximum of 5 days after the call for the vote. Chair can call for an end to voting before the end of 5 days, if a majority vote is received
7. If a Director or the Alternate Director for that Chapter fails to vote by the end of the 5 day voting period, it shall be considered an 'ABSENT' vote
8. All correspondence including 'AYE' or 'NAY' votes shall be sent to all BOD and Alt BOD members. The Secretary shall keep the Chair advised of the status of the vote
9. The Chair shall advise the BOD of the voting results when voting has ended. If Chair is unavailable, the Secretary shall advise the WyBCHA BOD of the voting results
10. At the next regularly scheduled WyBCHA BOD meeting, the Secretary shall summarize the E-Mail question and vote results, and shall include this information in the BOD meeting minutes from this regular meeting

## Tips on Being a Good Secretary

Meetings take an average of three (3) to five (5) hours of time to coordinate, plan the agenda, attend the meeting, record the minutes, distribute and provide follow up. Every 1 hour of meeting = 3 hours of prep and follow up.

### **Room Reservations:**

- Arrange well in advance. Call to confirm room availability. Arrange catering if needed.

### **Agenda:**

- Correspond with Chair / President to plan the agenda prior to meeting. Distribute minutes from previous meeting in a timely manner and agenda for upcoming meeting as required.

**Question:** How can I get an item on the agenda for a meeting?

**Answer:** *Notify the presiding officer of any items you want placed onto the agenda in a timely manner. For a proposed agenda to become the official agenda for a meeting, it must be adopted by the assembly at the outset of the meeting. At the time that an agenda is presented for approval, it may be possible for any member to move to amend the proposed agenda by adding any item which the member desires to add, or by proposing any other change. It is wrong to assume, as many do, that the chair/president "sets the agenda." It is common for the chair/president to prepare a proposed agenda, but that becomes binding only if it is adopted by the full assembly, perhaps after amendments as just described. [RONR (10<sup>th</sup> ed.), p. 363, 1. 8-20; see also p. 16 of *RONR In Brief*.]*

### **Agenda Distribution:**

- Mail, fax, or e-mail (as required by your Bylaws) prior to the meeting. Make a few extra copies for the meeting. Remember, not everyone uses e-mail. Snail mail documents if needed.

### **Minute Outline:**

- Record the location, time, date and those members in attendance.
- Attendance: A template can be used to avoid retyping the member list. This gives a clear picture of representation and provides a fast check for quorum requirements, **or**
- Circulate an attendance sheet with blanks to update contact information: name, chapter, home/cell phone, e-mail, and snail mail address.

### **Minute Corrections:**

**Question:** If minutes of a previous meeting are corrected, are the corrections entered in the minutes of the meeting at which the corrections were made?

**Answer:** If corrections to minutes are made at the time when those minutes are originally submitted for approval, such corrections are made in the text of the minutes being approved. The minutes of the meeting at which the corrections are made should merely indicate that the minutes were approved "as corrected." If it becomes necessary to correct minutes after they have initially been approved, such correction can be made by means of the motion to *Amend Something Previously Adopted*. In this event, since the motion to *Amend Something Previously Adopted* is a main motion, the exact wording of that motion, whether adopted or rejected, should be entered in the minutes of the meeting at which it was considered. [RONR (10<sup>th</sup> ed.), p. 452, 1. 12-15; p. 458, 1. 10-16; see also p. 151 of *RONR In Brief*.]

**Minute Topics:** Identify topic discussed. Include brief relevant points of discussion. Note if conclusion reached by "consensus" or formal vote. If formal vote, note the outcome of the vote.

### **Conclusion: Each topic concludes with one of the following options:**

1. Resolved (state how)
2. Referred (state to whom)
  - a. Define who is responsible for follow up.
  - b. Assign a time frame for completion.
  - c. Determine if this is an agenda item for the next meeting.
3. Deferred (state to when)

**Question:** Isn't it necessary to summarize matters discussed at a meeting in the minutes of that meeting in order for the minutes to be complete?

**Answer:** Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said. [RONR (10<sup>th</sup> ed.), p. 451, 1. 25-28; see also p. 146 of *RONR In Brief*.]

**Reminder Follow Up:** As soon as possible after the meeting, finalize the minute draft, have it reviewed by the Chair / Pres, or other approved procedure. Then send minutes to other Board members and general membership, highlighting any action items.

**Signing:** Present minutes to chair for signature (if necessary). Follow your Bylaws or normal operating procedures.

## Sample Meeting Templates

**A - Column Format:** Provides a snap-shot view of the meeting. Allows fast reference and easy tracking. The column format is created in a simple Microsoft Word program. Go to top of tool bar to Table. Select Insert, then Table, and choose the number of columns and rows needed, usually three columns and 10 rows. Place the cursor on the vertical lines dividing the spaces and move them to expand or reduce the column width. Each agenda topic will have a horizontal row. To add rows, place cursor in the last cell to the right and hit Tab. To insert or delete rows or columns, use the mouse to highlight the row or column and go back up to Table on the tool bar and click Insert or Delete.

### Wyoming Back Country Horsemen Meeting Agenda

Date, Time, Location

Attendance:

Chair / Pres:

Use name template to avoid retying members. If a large group, use an attendance sheet and attach to the minutes. Use attendance sheet to update information. See attached sample.

Topic	Discussion / Conclusions / Action / Follow Up	Person Responsible & Time Frame
<b>Motion/Call to Order/Minute Review</b>	Chair/President Larry Durante called the meeting to order on February 12, 2011, at 11:00 am at the Days Inn in Thermopolis. Minutes were approved as submitted, or approved as corrected.	
<b>Attendance</b>	Refer to sign-up sheet. A separate sign-up sheet is a good opportunity to get updated contact information. Using an attendance template saves retying (see above.)	
<b>Treasurer's Report</b>	A balance of \$_____ was reported. Budget discussion deferred to later in the agenda.	
<b>Bylaw Revisions</b>	Revisions to the state bylaws are needed to update quorum requirements, teleconference voting and substitutions for members not able to attend the meeting. Motion/second/carried to draft revisions for review at next meeting.	<b>Chair/President and Duane will revise bylaws and present at the May meeting. (Who is responsible and timeline for completion.) Bold for emphasis on follow up.</b>

**B - Line Format:** This format is simple, but does not give a snapshot picture of the topics, discussion and follow up. The same basic headings are used for the meeting date, time and location as used below.

## **Wyoming Back Country Horsemen Meeting Agenda**

Date, Time, Location

Chair/President's Name

Either the name template or the attendance sheet may be used.

**Call to Order/Minutes:** Chair/President Larry Durante called the meeting to order at (time) at the (location/room) in (town in WY.) Minutes from the previous meeting of (state date) were approved as submitted, or approved as corrected.

### **Topic: Bylaw Revisions**

The Chair/President led discussion on revisions to the state bylaws to update quorum requirements, teleconference voting, and substitutions for members not able to attend. Motion/second/approval to proceed. **Action: Chair/President and Duane to draft revisions for review at the May meeting. Agenda to next meeting.**

### **Budget Discussion:**

#### Funding for National Meeting

After an opportunity for discussion, a motion was made/seconded/approved to increase the stipend allotted for travel to the BCHA national meeting from \$\_\_\_\_\_ to \$\_\_\_\_\_.

**Action: Treasurer to revise budget accordingly. Follow Up: Receipts are to be submitted to the treasurer.**

**Adjournment:** Note time adjourned, next meeting date, time and location.

**Bylaw Reference:** The secretary should have a copy of the bylaws available at all meetings for reference.

Treasurer

## **Chapter Treasurer**

### ***What makes a good Treasurer?***

**Attendance** – Attend all meetings, to keep the officers and members current on the financial affairs of the organization. Gets bills paid in a timely manner. Allows for discussion and interaction for ideas and information not on reports.

**Reliability** - Others are depending on the information you have for decision making. Be prepared! Be knowledgeable! Be accurate!

**Accuracy & detailed accounting** - Seemingly unimportant information may be important later on or to someone else. Keeping detailed information will aid in tracking special funds, expense & income sources, planning future projects & budgets as well as preparing for grants, audits and tax filing.

**Commitment of time** – Not only at the meetings but for the record keeping. The routine tasks are dependent on the size and activity of the State / Chapter but take an average of 2 hours a month. Plan this time into your monthly schedule.

**Continuity and experience** - Practice makes perfect but change can also be good. Experience usually helps efficiency and we don't need to reinvent the wheel with each change in officers. Term limits, personal circumstances and burn-out all contribute to turn-over. With a change in officers also comes a chance to evaluate processes from a different perspective. Try to build continuity and ease of transition into record keeping methods.

### ***Routine Duties***

- Treasurer's duties can vary based on the State or Chapter Bylaws and needs. Not everything must be done by the Treasurer. Tasks can be delegated to other volunteers and managed or overseen by the Treasurer.
- Process and record membership payments quickly and regularly (deposit membership & other checks immediately.)
- Register member names with National and State organization.
- Keep and disburse all state/chapter funds.
- Report income and expenditures at monthly meetings.

- Assist the board in development of annual budget.
- Issue and sign checks for disbursement of funds.
- Maintain and balance/reconcile bank account.
- May be asked to file annual federal IRS form 990 and Sec of State corporate reports as required.

### ***Guidelines and Procedures***

- **Authorized check signers/changing authorized signers** – The State and each Chapter’s logistics and operations differ. Having 2 signatures required on every check can slow down progress on projects but adds a layer of protection to your funds. It is necessary to contact your bank when changing authorized signers. Most banks can handle this process by mail but may require individuals to send copies of the new signers’ driver’s licenses and possible other confidential information along with minutes from the election naming the new officers. Call the bank and ask what procedures and documents they require.
- **Audits** – Always keep an “Open Book” policy. Have all records, receipts, bank statements, check book and reports available for review at meetings. Yearly (or after change of any authorized signer) have qualified members or a professional accountant review recorded transactions (all, random or specific time period) to verify disbursements and deposits. Compare disbursements to sales receipts and bank statement balance to income and expense report balances. Have auditor complete, sign and date a “Verification of Audit” form or memo. All accounting records should be retained a minimum of three years. Longer is better as storage allows.
- **Tax Reporting** – There are new tax reporting requirements in effect. We are classified as a 501(c)(4) Civic League or Social Welfare Organization. Each Chapter must have an active FEIN and have filed the necessary documents to qualify as 501(c)(4). Annually, file form 990-N electronically (e-Postcard) by May 15<sup>th</sup> for the prior year ending December 31<sup>st</sup> if your normal receipts are \$25,000.00 or less. There is no fee for filing but you can lose your tax-exempt status if you fail to file for three years. Accurate tracking of annual income is imperative to the filing status of the Chapter. The State / Chapters may also need to file an Annual Report with the Secretary of State to update the Officers of the organization. This can be done online for a small fee (\$25). NOTE: We are not exempt from paying sales tax nor are donations to our Chapters tax deductible for the donors.

Hello Fellow Treasurers!

It is that time of year again for State / National Membership dues.

Please send, with your delegate to the state meeting on November 1st, these three things:

- List of 2011 members with addresses and whether family or single membership.
- List of 2010 members that are no longer members, to cut BCH expenses.
- Check with the amount calculated on attached worksheet.

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### Chapter Worksheet for National & State Dues 2011

Name \_\_\_\_\_

Treasurer \_\_\_\_\_

Your email address \_\_\_\_\_

Phone number \_\_\_\_\_

- Please attach a membership list with mailing address and marked as Family or Single membership.
- Please attach a list of members from last year that are no longer members. (We need to take them off the mailing list for the National newspaper to keep costs down.)

Family Memberships = \_\_\_\_ x 16 = \$ \_\_\_\_\_ (\$13 National + \$3 State)

Single Memberships = \_\_\_\_ x 12 = \$ \_\_\_\_\_ (\$10 National + \$2 State)

TOTAL: \$ \_\_\_\_\_



## Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

Small tax-exempt organizations whose annual [gross receipts](#) are [normally \\$25,000 or less](#) (\$50,000 for tax years ending on or after December 31, 2010) may be required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ.

If you do not file your e-Postcard on time, the IRS will send you a reminder notice but you will not be assessed a penalty for late filing the e-Postcard. However, an organization that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will [automatically lose its tax-exempt status](#). The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year.

### Due Date of the e-Postcard

The e-Postcard is due every year by the 15th day of the 5th month after the close of your [tax year](#). For example, if your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. **You cannot file the e-Postcard until after your tax year ends.**

### How To File

Click [here](#) to file the e-Postcard. If you have trouble accessing the system using that link, you may be able to access the filing site directly by typing or pasting the following address into your Internet browser: <http://epostcard.form990.org>. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through our trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

### Information You Will Need To File the e-Postcard

The e-Postcard is easy to complete. All you need is [eight items of basic information](#) about your organization.

### Who Must File

Most small tax-exempt organizations with gross receipts that are normally \$25,000 or less (\$50,000 for tax years ending on or after December 31, 2010) must file the e-Postcard. Exceptions to this requirement include:

- Organizations that are included in a [group return](#).
- [Churches](#), their integrated auxiliaries, and conventions or associations of churches, and
- [Organizations required to file a different return](#)

### Search for e-Postcards - Public Disclosure

To find and view an organization's e-Postcard click [here](#). To download the entire data base of e-Postcard filings click [here](#).

### Additional Information

- [Frequently Asked Questions](#) - e-Postcard
  - [Frequently Asked Questions](#) - Automatic Revocation for Not Filing Annual Return or Notice
- [Final regulations](#) (July 23, 2009)
- [Educational tools](#) : Help spread the word – Help small tax-exempt organizations stay exempt!
- [EO Update](#) : Subscribe to Exempt Organization's regular email newsletter that highlights new information posted on the Charities and Non-Profits pages of IRS.gov.
- Account, tax law, or questions about filing the e-Postcard should be directed to Customer Account Services at 1-877-829-5500. For questions about or problems with the e-Postcard filing system, use the **Technical Support** link on the filing site.

*Page Last Reviewed or Updated: November 29, 2010*

# Board Position

## **Board of Directors**

### ***Why Are You a Director?***

### ***Board Responsibilities:***

#### ***Basic Legal Responsibilities***

1. To carry out the organization's rules, regulations, and policies
2. Ensure compliance with all applicable federal, state and local laws
3. To conduct business only as a board. Individual members cannot make contracts unless specifically given authority by the board
4. To see that all records, minutes and notices are created, maintained and made available according to the rules, regulations, and/or laws
5. Determine, monitor, and strengthen the organization's programs and services
6. Manage resources of the organization
7. Ensure adequate resources
8. Ensure legal and ethical integrity and maintain accountability
9. Recruit and orient new board members and assess board performance
10. Follow mission and purpose of BCHA

#### ***Basic Fiduciary Responsibilities***

1. To exercise rights and powers for, and on behalf of, others with diligence and care
2. To ensure that the organization receives, records, and spends funds in accordance with modern accounting recordkeeping standards
3. To assure that the organization's revenues cover operations

#### ***Board Members are Accountable***

1. The buck stops with the board
2. Always act in the best interest of the organization

3. Know the Bylaws, policies, and laws that govern the organization
4. Insist on being provided with the information needed to fulfill your board responsibilities

### ***Reduce the Risk of Liability***

#### Bylaws / Constitution

1. Organization's policies
  - a. Know and understand the duties of the board
    - i. know the agenda (be prepared)
    - ii. be at the meeting on time
    - iii. attend the meeting at hand (not your own)
    - iv. respect and listen to the person who has the floor
    - v. ask questions if you don't understand or need more explanation
    - vi. communicate with your chapter membership
    - vii. understand how your organization works
  - b. Ensure board passed policies are known and followed
2. Know the laws that pertain to the organization
  - a. Lobbying and political laws
  - b. Contracts

Not abiding by policy or applying it inconsistently is a common cause of litigation against non-profits.

As a WyBCH director, you are not in charge of your chapter unless your chapter's bylaws say you are. The officers of the chapter are in charge and are the responsible ones for the chapter's rules, regulations, and/or policies. It is your duty as a WyBCH director to make sure the chapter officers and members do not do anything as a BCH chapter that is in conflict with BCH bylaws, policies, and/or rules and regulations.

Last, but not least: There will be times you will have to vote for what is best for the organization and that may not necessarily be what is best for your individual chapter.

## WyBCH Director Job Description

As presented by Bob Shonka and Dave Jackson at the BCHA 2004 Leadership Conference

Directors have four main responsibilities:

1. Attend Directors' Regular and Special Meetings
2. Fiscal and Financial Responsibility to/for the Organization
3. Make Decisions
4. Communicate

In order to make decisions, directors must know the issue(s), ask questions pertaining to the issue(s), and listen to discussion of the issue(s) whether from fellow directors or the members. Come to the meetings on time and be prepared to discuss the issues. The meetings are your meetings. The officers, committee personnel, and other elected and appointed officials are there to assist and/or make recommendations to you. You and only you are the decision maker.

Decisions need to be made based on the best available information at the time. Unless a chapter's bylaws state that their director must follow the chapter's directive, a director must do what is best for the entire organization. Directors are elected to make decisions for the betterment of the organization in order to accomplish the mission statement.

All decisions need to be made by keeping in mind the mission statement of the organization. Decisions are made in order to fulfill the mission statement. Always ask, "How is this fulfilling the mission statement?"

Once a decision is made, it is incumbent upon all of the directors to stand behind the decision whether you voted for or against the motion. Any other action is detrimental to the organization. The time to speak against a proposed action is at the meeting using facts, not emotion. When reporting back to your chapter on a vote, you can state how you voted, but then you should let them know you are going to follow the will of the majority. Remember not every decision will turn out the way it was planned, for circumstances change and mitigating factors may change the course in which the decision was directed.

Do not bad-mouth other directors, officers, committee people, or members in general for giving their opinions. More often than not it will come back to bite either you or the organization. Do not criticize the agency personnel whom we depend on for assisting us or keeping us informed. That is detrimental to the entire organization. You never know when either the organization or you personally will need their assistance.

Always keep the mission statement in mind when making a decision.

## **Nine Principles of Boardsmanship**

1. Understand the difference between representing and governing. The purpose of the board is to stay focused on the big issues. Keep your eye on the mission, on planning, on board strategies that work toward the greater good of all Back Country Horsemen in the state of Wyoming.
2. Respect your fellow board members' time. Stay focused on the task before you. Stick to the agenda of the organization.
3. Bring all relevant information to the board. The purpose of the board is to make informed decisions, to provide intelligent organizational leadership. If you have data that matters, bring it forth. Don't sit on it in the hopes you'll get your way.
4. Thoughtfully consider the opinions of others. Board deliberations require you to wait for the other person to finish their thoughts, before you speak on the issue.
5. Have your say. Argue passionately for your beliefs. Articulate your opinions as clearly and concisely as possible.
6. Vote your conscience - what you believe, not what you think others in your chapter might believe. Don't assume consensus on an issue. Others might be waiting for someone to begin the discussion. Take a stand!
7. Represent the "board decision" honestly. It could be that you voted your conscience - and were roundly defeated. So be it. Be clear about when you're speaking as yourself, and when you represent the board. You're entitled to your opinions, your doubts and your free speech. But do your colleagues and your audience the courtesy of clearly identifying who is speaking. As a member of the board, discuss decisions that were made without slander towards the other board members.
8. Move forward until new evidence urges a reconsideration. Don't keep re-visiting things you've already decided. On the other hand, sometimes new evidence may surface that compels you to think again. It could be that new evidence supports your dissenting opinion. Or it could be that it contradicts the majority opinion you previously agreed with. But if you've got new data, be prepared to consider a new decision.
9. Build the organization by example. This is a big one. It speaks to fundamental attitude. There are lots of pieces to this, but here are the main ones:
  - Presume innocence and the good intention of all parties
  - Make each other look good, speak well of your fellow board members. Build on each other's work
  - Hold to the purpose of the BCHA. Spend your time working for the organization goals (not against this or that)

# National Directors

## **National Directors**

### Job Description and Duties:

National Directors are elected by the board of the WyBCHA. The Wyoming National Directors shall represent the WyBCHA board and be responsible to them. They shall serve as a liaison between the WyBCHA board and the National BCHA board. They shall provide input to BCHA from the WyBCHA board and provide information from the National BCHA to the WyBCHA board. They will bring National board agenda items to the WyBCHA board prior to the national board meeting to enable the WyBCHA to take a position on those items prior to the national board meeting. While at the national meeting, they will aggressively support the positions taken by the WyBCHA board.

Within 30 days after the national board meeting, they will individually prepare a summary of their impressions and their involvement while attending the national meeting. They will also include a summary and results of all positions that were taken by the WyBCHA board.

# Volunteer Hours

## Volunteer Hours Reporting

What constitutes volunteer hours:

1. Work Hours
  - a) Basic
  - b) Skilled
  - c) Public meetings
  - d) Administrative service
2. Transportation
  - a) Travel time
  - b) Personal vehicle
  - c) Stock hauling
3. Personal Equipment
  - a) Power
  - b) Heavy equipment
  - c) Equipment dollars
4. Pack and Saddle Stock
  - a) Quantity
  - b) Stock days
5. Donations
6. Description of Work

Why reporting is important:

1. Meets with goals of BCHA and is a central point of our Mission Statement.
2. Gives credibility with Federal Agencies

Forms:

1. Cards to be passed out
2. Due January 31 following year

Who to report: Responsibility may be assigned by State Chair/Board or Chapter Pres.

**Website**

# Web Site Development

## Importance of having a usable website:

1. Communication with members
2. Lets the public know who and what you are
  - a. Increase membership
  - b. Connection with other organizations
  - c. Lets people find you
3. Posting a calendar of events
4. Posting your newsletter

## Before building the site

1. How do you get your own domain name
2. Building your own vs. paying to have it done
  - a. Who owns your domain name
  - b. Cost: Monthly, yearly
  - c. Who controls the site/updates?
  - d. Can your site do everything you want it to do?

## Professional

1. Advantages
  - a. Professional looking.
  - b. Can be more functional
  - c. Resources
2. Disadvantages
  - a. Cost

## Do it yourself

1. Advantages
  - a. Cost
  - b. Updating when you want
2. Disadvantages
  - a. Less function
  - b. Changing administrators