**State/Province Representatives**

Updated: 12/20/18

|  |  |
| --- | --- |
| Job or Activity: State/Province Representatives | Persons Responsible: British Columbia: Terre O'Brennan, bc-rep@pner.net, Idaho: Nance Worman, idaho-rep@pner.net, Montana: Jo Christensen, montana-rep@pner.net, Oregon: Carlene Benson, oregon-rep@pner.net, Washington: Tani Bates, washington-rep@pner.net |
| Elected or Appointed? Elected | When? Elected every 2 years. |
| Specific Qualifications? yes | If so, what are they? Have been a PNER member for at least one year. Live in the state/ province from which they are elected. |
| If this is a committee, list other members |  |
| Other positions interface with this one. | All elected and appointed |
| By-laws Description: | **ARTICLE III: Section 2. Composition.** The Board of Directors shall consist of one representative from each represented area (Oregon, Washington, Idaho, Western Montana, and the Canadian Province of British Columbia) plus 1 additional representative from a state or province with more than 100 members elected by the Senior Members of the represented area;**Section 7. Duties & Responsibilities.** The duties and responsibilities of the Board of Directors shall include, but are not limited to, the following:1. To develop and conduct annual activities to fulfill the purposes of PNER as set forth in the Articles of Incorporation and these Bylaws;
2. To present to all competitors and other interested persons statistical results of all recognized events;
3. To advertise and promote each recognized event;
4. To establish standards for the management of each recognized event;
5. To provide an evaluation system to determine championships among PNER members who have participated in recognized events, to establish other awards which will benefit and encourage endurance riding, and to present such awards at the annual PNER meeting;
6. To develop and publish an annual calendar of recognized events;
7. To evaluate the total effectiveness of PNER and establish necessary continuing or corrective policies;
8. To promote membership and establish annual dues;
9. To approve all accounts payable prior to payment;
10. To review requests for authorizations of expenditures in excess of $300;
11. To hire such personnel as may be authorized by the membership; to establish the duties to be performed and compensation to be paid, if any;
12. To discharge any employee of PNER found not be faithfully performing his or her duties;
13. To approve of rules and regulations to be adopted by PNER;
14. To review alleged violations of approved rules and regulations and to determine the disciplinary action to be taken, including the imposition of penalties, if any; and
15. To perform such other duties and responsibilities as are reasonably necessary for the conduct of PNER business and are not otherwise delineated in these Bylaws.
 |
| Expected monthly time commitment: | 1-3 hours, 6 during the annual convention |
| Basic Responsibilities: Attend all PNER BoD meeting. As area representatives on the board we represent our state/province member's views and vote accordingly, not just our own particular view.  Reach out to solicit those views among our members. - Solicit and bring to the board matters that your members are concerned about. Report back to the members BoD matters  and decisions that concern them.- General outreach and recruitment - Everything is on-line now and social media is a primary source of info and outreach. Familiarize yourself with our different platforms and reach out to new people who are introducing themselves on our various pages and the website. Direct them to the various resources we offer, including Membership, or other members in their area to help them get started. Make direct contact when Membership sends new member info. Recruit veteran riders for mentors, and up and coming riders who may not have the mileage yet to be “riding buddies”.- Help with public inquiries and be available to help resolve problems. Be available to field questions from members.- Work with Marketing to develop ways to attract and reach out to new members in various ways, i.e., ID horse events and Expos around the state where PNER might be a worthwhile presence, request volunteers to hang PNER info posters, etc,.   |

From Terre O'Brennan: *Bear in mind that under the new Board structure there is no such thing as "rider reps" and "ride manager reps"...there are "state/provincial reps".  A job description would be a good thing! Basically, I would say the job of the rep is to serve as a conduit between the PNER members in  their state (mostly riders, but also vets, vendors, ride managers, whoever) and the Board.  One of the things each state rep should have is a way for their members to reach them, and for them to reach their members.  Can be through an email address on the website, PNER members facebook, whatever.  It might be a helpful thing going forward if each state rep would/could make a list of 'mentors' in their state to refer new riders to...as well as the general 'education' sites.  But I don't believe mentoring is specifically a state rep job.*