



National Walking Horse Association

Youth Council – Standard Operating Procedure (SOP)

1. Purpose

The Youth Council exists to:

- Encourage youth participation within the National Walking Horse Association.
- Provide leadership opportunities for members ages 8–17.
- Develop ideas and programs that support youth involvement in walking horse activities.
- Serve as a communication link between youth members and the NWHHA Board of Directors.

2. Membership

- Open to NWHHA youth members ages 8–17.
- Members must be in good standing with NWHHA.
- Youth members must follow NWHHA rules, policies, and code of conduct.
- A signed parent/guardian permission slip is **REQUIRED** for participation in the youth council and all related activities.

3. Council Structure

The Youth Council will include the following leadership positions:

Youth Officers

- Youth Chairperson
- Vice Chairperson

- Secretary
- Social Media / Communications Representative (optional)

Adult Support

- **Adult Advisor** – Minimum of one appointed by NWA youth committee.
- **Board Liaison** – A member of the NWA Board of Directors assigned to support the council.

4. Roles and Responsibilities

Youth Chairperson

- Leads Youth Council meetings.
- Represents youth members in communication with NWA leadership.
- Works with the Adult Advisor and Board Liaison to set meeting agendas.
- Helps guide youth initiatives and projects.

Vice Chairperson

- Assists the Chairperson with leadership duties.
- Leads meetings when the Chairperson is unavailable.
- Helps coordinate council projects and activities.

Secretary

- Records meeting minutes.
- Maintains attendance records.
- Distributes meeting summaries to members and advisors.

Event / Activities Coordinator

- Helps plan youth events, contests, or activities.
- Assists with Marketing Committee to distribute youth related events.
- Works with NWA leadership to coordinate youth programming.

Social Media / Communications Representative

- Helps promote youth activities (with adult oversight).
- Encourages youth engagement and communication.

5. Adult Advisor

The Adult Advisor will:

- Provide mentorship and guidance to youth council members.
- Ensure council activities follow NWA policies.
- Assist with communication between youth members and leadership.
- Support youth-led initiatives without taking over leadership roles.

6. Board Liaison

The Board Liaison will:

- Serve as the direct connection between the Youth Council and the NWA Board.
- Present youth council updates to the Board when appropriate.
- Provide guidance on NWA policies and strategic goals.

7. Elections

- Youth officers will be elected by Youth Council members.
- Elections will be held **annually**.
- Officers must be at least **10 years old** (recommended).
- Terms will last **one year**.

8. Meetings

- The Youth Council should meet **at least quarterly**.
- Meetings may be held virtually or in person.
- The Youth Chairperson will lead meetings with support from the Adult Advisor.

9. Activities

The Youth Council may:

- Help plan youth-focused events at NWA shows.
- Develop youth educational opportunities.
- Promote sportsmanship and horsemanship.
- Encourage youth membership and participation.

10. Code of Conduct

Youth Council members must:

- Demonstrate good sportsmanship.
- Respect fellow members and horses.
- Represent NWA positively.
- Follow all NWA rules and safety guidelines.

Failure to follow these expectations may result in removal from the Youth Council.