

KANSAS HORSE COUNCIL(KHC) DISCIPLINES LIAISON
A FUN OPPORTUNITY TO BE A PART OF THE KHC TEAM

1. There can be more than one Discipline Liaison position per each of the five KHC Regions. If there is a large grouping, there will be reassignment of who the Regional Director point of contact will be, in effort to spread out the communications. This is a volunteer position.
2. **TERM LIMITS.** There are no term limits. The Discipline Liaisons must actively fulfill duties of monthly reporting to Regional Directors, monthly communications with Regional Directors, assisting Regional Directors in at least one regional meeting per year and actively representing KHC at various events throughout the year. KHC provides a complimentary KHC Individual Membership annually and two 3-day Equifest passes to each Discipline Liaison. If the Discipline Liaison cannot fulfill these duties and wishes to no longer continue in this volunteer capacity, a 30-day notice in writing or email should be addressed to the KHC Board of Directors and should be sent via the KHC Executive Director. This enables us time to find a replacement liaison.
3. **REPORTING.** The Discipline Liaison will report to the Regional Director on a monthly basis with any news from their discipline in advance of the KHC Board of Directors Meeting so that the Regional Director can pass the information along. Examples of this could include any equine/livestock events past and future, outstanding performances or awards received by members in the discipline, information on new KHC members recently joining, and any other issues or events related to equines in their region that is heard about. Regional news will be included in the monthly KHC newsletter and on social media when applicable. We also invite the KHC Discipline Liaisons to provide press releases for submission to the KHC Board of Directors for possible publication by emailing: director@kansashorsecouncil.com. KHC reserves the right to edit and condense materials submitted for publication.
4. **COMMUNICATION.** The Discipline Liaisons will communicate with the KHC Regional Directors about monthly updates for the KHC Board of Directors as well as assist KHC Regional Directors in locating opportunities to speak at discipline events and other groups about what the KHC does and the benefits of KHC Membership. Prior to such events, the KHC staff can provide the necessary KHC promotional materials needed for the event. Discipline Liaisons could also help hand out KHC materials as volunteers at special events like the Kansas State Fair and Equifest.
5. **REGIONAL KHC MEETINGS and EVENTS.** Discipline Liaisons can assist the Regional Directors in putting together one KHC Regional Event or meeting in their region annually. It can be as simple as a meeting with hot dogs and a guest speaker, to a benefit trail ride, to a horsemanship clinic, to a playday or fun show. The Discipline Liaisons are encouraged to assist Regional Directors in securing local sponsorships for these events. The KHC staff may have ideas about creating an event, advertising it and sponsorship possibilities. KHC can provide advertising for those regional meeting/event sponsors at any time in its newsletter, website, social media and other media platforms when possible. A complete list of KHC members in your region can be provided to you for the purpose of KHC event promotions, volunteer recruiting and necessary membership communications.



6. **TIME COMMITMENT.** We understand that life gets busy. The above outline of expectations is all we ask. Any commitment of time our members can donate to help spread the word about all the EXCITING things KHC does for the equine industry in Kansas is welcomed and appreciated. In return, you gain the platform to represent your discipline to all other members! Kansas Horse Council is the ONLY statewide voice for EQUINES! By volunteering as a Discipline Liaison, you add an important VOICE and you become a part of the KHC Team that includes other Liaisons, Regional Reps and Directors, Venue managers and the entire KHC membership base.
7. Memberships can be mailed in to KHC office on paper form with check payment, or credit card information on the application to process. Online membership is also an option, by going to the KHC Membership & Rewards page and selecting membership type from the shopping cart, then filling in the information fields. To make sure you get recognition for bringing the new member or renewal in, please send an email to director@kansashorsecouncil.com to “be watching for a membership from XXX” so we know who was the contact person to thank or give credit to for bonuses or benefits! KHC can accept most methods of payment including cash, check, credit/debit cards, in person, through postal mail, email, shopping cart or by phone. Depending on the time of year, the average turnaround time for receiving a membership packet is typically within the week. There are occasions, such as just before and after Equifest, that it takes an additional week to process and mail as we completely move our office out from and then back to headquarters.