

NORTH AMERICAN PERUVIAN HORSE ASSOCIATION
COMMITTEE TASK DESCRIPTION

GENERAL INFORMATION APPLYING TO ALL NAPHA COMMITTEES

All business conducted by NAPHA Committees shall follow the format listed below.

1. Committee Chairs are responsible for setting meeting dates. If the Chair is not available, the Co-Chair or a majority of the committee may call a meeting.
2. All committee members must be notified of a meeting at least 14 days prior to the meeting. Notification may be by electronic communications.
3. Ten days prior to a meeting, committee members must be given an opportunity to place items on the agenda for discussion. A call for agenda items must be sent to committee members and the Executive Director at least ten days prior to the meeting, in order to get feedback on items to be placed on the agenda.
4. All committee members must be provided the Set Agenda for the meeting at least seven days in advance of the meeting. Participants must know what is going to be discussed in a meeting in order to come to the meeting prepared to participate. Anything not listed on the agenda can not be discussed, as committee members will not have been given an opportunity to do their own research into items to be considered.
5. Approved minutes from committee meetings must be emailed to the NAPHA office for filing.
6. Committees must meet at least once a year, but may meet more often, if needed.
7. Large committees are difficult to administer; especially phone conferences, therefore, committees must be limited to committee members and anyone else as designated by the NAPHA Bylaws. All committees are charged with specific duties and must have the opportunity to work through issues in committee meetings.
8. All committee members must be given the opportunity to participate and enter into open discussions without fear of ridicule from other members or the chair of the committee.
9. In an effort to ensure that our members are correctly and appropriately informed we ask that you verify the validity of information that is to be distributed with the source of that information or with the office.
10. Policy on Fundraising: Peruvian Horse owners are solicited quite often and at every level for funds to support their clubs, committee projects, for NAPHA, and for the NAPHA Foundation. This policy is put in place to minimize confusion of fund raising goals or having multiple requests come out of NAPHA which are competing with the same individuals. Therefore, any NAPHA committee that wants to embark upon fund raising must submit to the Board its proposal and strategy for doing so and must have the approval from the Board to go forward.

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ETHICAL PRACTICE REVIEW BOARD

Purpose:

“NAPHA will have an Ethical Practice Review Board whose purpose shall be to interpret and enforce ethical and sportsmanship rules promulgated and adopted by NAPHA. Its deliberations shall include, but are not limited to, consideration of whether an offense was intentional and whether it continued after either formal or informal warning.” (As defined by the North American Peruvian Horse Association bylaws, Article 10)

The Ethical Practice Review Board’s jurisdiction is over Show Rules and Regulations grievances.

Membership:

“The review Board shall consist of nine (9) members nominated by the Regional Advisory Council and appointed by majority vote of the Board of Directors. The members of the Review Board must be Owner Members in good standing of NAPHA and will serve for a term of two years. The Board of Directors shall appoint a Chairman from among the nine (9) to serve for two years.” (As defined by the North American Peruvian Horse Association bylaws, Article 10)

Duties:

This committee is convened when there is an occurrence of a violation of the ethical or sportsmanship rules of NAPHA for the purpose of deciding whether or not a violation has occurred and bringing to conclusion enforcement of the NAPHA policies.

2009 Board of Director Requests:

There are none at this time.

NORTH AMERICAN PERUVIAN HORSE ASSOCIATION
COMMITTEE TASK DESCRIPTION

REGIONAL ADVISORY COUNCIL

Purpose:

To provide regional representation for members, so that there is communication between the Board of Directors of NAPHA and its members. To provide support and assistance to the Board of Directors as it provides the leadership for NAPHA.

Membership:

Membership “shall consist of elected representatives for the various regions established by NAPHA. In addition, the Presidents of Regional Clubs (as defined by Article 8) whose membership exceeds the minimum number of voting members to be determined by the Board of Directors (currently 10) will be non-voting members of the Regional Council. The members of the Board of Directors will be ex-officio members of the Regional Council.” (As defined by the North American Peruvian Horse Association bylaws, Article 5.6):

Duties:

- (1) “Recommend the location and date of the National show for approval by the Board of Directors.
- (2) Recommend the judge(s) for the National show for approval by the Board of Directors and/or oversee the elections for such judge(s).
- (3) Nominate Committee Chairpersons and Committee Members to the Board of directors for approval.
- (4) Make recommendations to the Board of Directors on proposed bylaw amendments.
- (5) Recommend show rules and judging criteria for approval by the Board of Directors.
- (6) If properly submitted in writing, a majority of the Regional Council may require an item be placed on the agenda of the Board of Directors meeting.”

(As defined by the North American Peruvian Horse Association bylaws, Article 5.7):

2009 Board of Directors Requests:

- (1) To establish goals and objectives for the current year.
- (2) To develop a policy and procedure manual of the Regional Advisory Council.

NORTH AMERICAN PERUVIAN HORSE ASSOCIATION
COMMITTEE TASK DESCRIPTION

REGISTRATION COMMITTEE

Purpose:

To establish and maintain a Registry for Peruvian Horses and also a Registry for Part-Blood Peruvian Horses.

Membership:

“NAPHA shall establish a Registration Committee consisting of five members.” (As defined by the North American Peruvian Horse Association bylaws, Article 9.1)

Duties:

A. “The Committee will be charged with establishing and maintaining a Registry for horses of pure blood Peruvian horses under rules and regulations established and promulgated by the Registration Committee and approved by the Board of Directors. A separate Registry for Part-Blood Peruvian horses may be established...” (As defined by the North American Peruvian Horse Association bylaws, Article 9.2)

B. “The Registration Committee will have the authority to change the rules and Regulations in both the pureblood and part-blood registries of NAPHA. Said rules must be approved by a minimum vote of five of the seven members of the Board of Directors.” (As defined by the North American Peruvian Horse Association bylaws, Article 9.3)

C. “The Registration Committee, in conjunction with the Board of Directors, shall be responsible to ensure that the NAPHA rules and regulations for the registration of horses are enforced to maintain the highest level of accuracy in the registration of the Peruvian Horse in North America.” (As defined by the North American Peruvian Horse Association bylaws, Article 9.3)

D. “The Registration Committee and Board of Directors shall be empowered to monitor, review and adjudicate disputes concerning the accuracy of registrations, the transfer of registrations, the issuance of registration papers and the conduct of members with regard to registration of Peruvian horses with NAPHA.” (As defined by the North American Peruvian Horse Association bylaws, Article 9.3)

E. “The Registration Committee shall be empowered to investigate violations of NAPHA rules and regulations for registering horses and access sanctions for violations. Any such sanctions shall be ratified by at least five members of the Board of Directors.” (As defined by the North American Peruvian Horse Association bylaws, Article 9.3)

F. “The Registration Committee will recommend to the Board of Directors, a person or persons to be hired as Registrar and staff to facilitate the registration of horses. All staff dealing with registration must be nominated by a vote of at least four of the five members of the Registration Committee. A nominee must be approved by at least four of the seven members of the Board of Directors.” (As defined by the North American Peruvian Horse Association bylaws, Article 9.4)

G. “The Registration Committee shall establish the fee structure for registration procedures and other sources of income related to the registration process to be approved by majority vote of the Board of Directors.” (As defined by the North American Peruvian Horse Association bylaws, Article 9.5)

2009 Board of Directors Requests: There are none at this time.

NORTH AMERICAN PERUVIAN HORSE ASSOCIATION
COMMITTEE TASK DESCRIPTION

RULES COMMITTEE

Purpose:

To provide guidance and direction to the Board of Directors regarding changes and/or additions to the rules for showing of Peruvian Horses for NAPHA

Membership:

At least five members, but may have more members as deemed needed by the NAPHA Board of Directors.

Duties:

- (1) To review the NAPHA show rules and make recommendations to the Board of Directors as to changes and/or additions to the approved show rules for NAPHA.
- (2) To submit those suggested changes to the Board of Directors in writing so that the current rule is shown with the new recommendation adjacent to it. This format will allow for the understanding of the rule change recommendation.
- (3) To submit those suggested changes to the Board of Directors at the first week of October, of each year, for potential implementation for the following year.

2009 Board of Directors Requests:

- (1) To take a comprehensive look at the rules and submit in writing suggested changes to the rules for implementation in 2010.

NORTH AMERICAN PERUVIAN HORSE ASSOCIATION
COMMITTEE TASK DESCRIPTION

JUNIOR SCHOLARSHIP COMMITTEE

Purpose:

To administer the Junior Scholarship Program.

Membership:

At least five members, but may have more members as deemed needed by the NAPHA Board of Directors.

Duties:

- (1) Annually, the JSC will meet either electronically, by telephone, or in person, to review scholarship applications submitted by NAPHA Junior members. The committee will select the Scholarship recipient from the applications submitted.
- (2) Raise awareness of the scholarship opportunity within the breed community.
- (3) The JSC will support, initiate and promote activities to raise funds for the Junior Scholarship Program.

2009 Board of Directors Requests:

There are none at this time.

NORTH AMERICAN PERUVIAN HORSE ASSOCIATION
COMMITTEE TASK DESCRIPTION

JUDGES ACCREDITATION COMMITTEE

Purpose:

To provide guidance and direction to the Board of Directors in setting policy and procedures for carding NAPHA judges and stewards.

Membership:

At least five members, but may have more members as deemed needed by the NAPHA Board of Directors.

Duties:

- (1) To advise the Board of Directors on the accreditation of judges and stewards for NAPHA approved shows.
- (2) To recommend criteria to the Board of Directors for initial carding, renewal of cards, and promotion of carded judges and stewards.
- (3) To assist the Board of Directors in establishing educational seminars for judges and stewards.

2009 Board of Directors Requests:

- (1) Recommend approved continuing education units for judges.
- (2) Develop a process for responding to complaints and handling reprimands for both judges and stewards.

NORTH AMERICAN PERUVIAN HORSE ASSOCIATION
COMMITTEE TASK DESCRIPTION

JOY OF RIDING COMMITTEE

Purpose:

To promote non-show activities and encourage involvement for NAPHA members whose chief interests lie in trail riding and other non-competitive activities.

Membership:

The JOR will be made up of 4-Regional JOR volunteers and a JOR Coordinator which may be one of the regional volunteers. Alice Wolf is the BOD liaison with the JOR

Duties:

To build membership in NAPHA with Peruvian Horse owners who do not participate in the show arena. To promote the image of the Peruvian Horse as a comfortable pleasure horse.

2009 Board of Directors Requests:

NORTH AMERICAN PERUVIAN HORSE ASSOCIATION
COMMITTEE TASK DESCRIPTION

COMMITTEE ON GOVERNANCE

Purpose: An Ad Hoc Committee that is called upon by the Board of Directors to support and advise the Board of Directors on matters related to the governance and processes of NAPHA.

Membership: The committee will be comprised of five members plus an ex-officio member from the Board of Directors. (As defined in the minutes of the Board of Director's Meeting, August 3-4, 2007).

Duties:

At the request of the Board of Directors the committee may:

- (1) Review NAPHA by-laws,
- (2) Review NAPHA Rules and Regulations,
- (3) Review Practices and procedures,
- (4) Handle any business as deemed necessary by the Board of Directors.

(As defined in the minutes of the Board of Director's Meeting, August 3-4, 2007).

2009 Board of Directors Requests:

There are none at this time.