



CHAPS Equine Assisted Services

PMB 201, 1590 Sugarland Dr Ste B

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307-673-6161

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Board of Directors Standards and Guidelines

2023



Thank you for considering donating the gift of your time to CHAPS as a member of the Board of Directors. This handbook will give you the information you need to have a successful relationship with the program.

Topics include:

- Mission, Values and Vision Statements
- Board Member Obligations
 - Training
 - Meetings
 - Fundraising
 - Budget
 - Advocacy
 - Policy Decisions
 - Strategic Planning
- Anticipated Time Contribution
- Board Member Positions and Duties
 - President
 - Vice President
 - Secretary
 - Treasurer
 - At Large Members
- Committees
- Communications
- Confidentiality
- Financial Obligation
- Board Insurance

If you have any questions that are not answered in this handbook, please call the Director at 307.673.6161.

Mission Statement:

“To provide a resource for empowerment & healing as well as physical & mental well-being through equine assisted services.”

Values Statement

Connect with People.
Heal with Horses.
Inspire with Community.
Serve with Purpose.
Partnership with Respect.

Vision Statement

To have a connected and inspired community that encourages individuals to reach their full potential and live life positively.

Board Obligations

Training

Board members are asked to be familiar with this Handbook, Board Cheat Sheet, and CHAPS by-laws annually – our history, services, clients, etc.

Each Board member is encouraged to attend the Board Training classes offered by the Center for Vital Community at Sheridan College or other board member trainings approved by the CHAPS Executive Director or President. Any classes attended can be paid for by CHAPS. Trainings can be found below:

- o <http://www.sheridancvc.org/board-member-training/>

Each board member is required to complete volunteer training annually with the CHAPS Volunteer Coordinator. Once a year the board completes one training collectively. If you cannot attend the group session, or join the board after the group session is completed, you are responsible to coordinate the training on your own with the volunteer coordinator.

Board members are encouraged to attend at least one lesson or group session per year to be familiar with how lessons/sessions proceed and the services CHAPS offers.

You will be assigned a “mentor”—a board member that has been on the board for one year, for a period of six months, in order to familiarize yourself with the board and the program.

Meetings

Board meetings are currently held once a month at a regularly scheduled time. With majority rule, these meeting times and places may be changed to accommodate board members’ schedules.

A meeting agenda, previous meeting minutes, and Executive Director’s report will be posted via Slack and/or email to all members twenty-four hours before the meeting.

Slack is the preferred method of communication for the Board. You will need to download the program onto your phone and/or computer. If you need assistance, ask your mentor.

To ensure that each meeting has a quorum, or minimum number of attendees to conduct official business, organizations mandate, suggest or recommend different policies for their board members, lack of attendance may affect your position on the Board. Please refer to the CHAPS by-laws on attendance requirements. If you miss three meetings you may be subject to removal from the Board. In the event that you cannot attend a meeting, you are required to notify the Board President and CHAPS Executive Director. Meetings will be held in person. Remote attendance is discouraged and may not be available.

Meetings will generally be held at the CHAPS office but meeting location is subject to change.

Tournament of Knights

The Tournament of Knights event is our largest fundraising event for the organization. As such, there is an expectation that all board members are active participants in the execution and planning of the event, as well as actively asking for sponsorships leading up to the event. Further, there is an expectation that all board members volunteer at the event. This event is always held on the last Saturday in July.

Fundraising

While CHAPS has a committee dedicated to fundraising, all board members play a role in fundraising and assisting the committee. In addition to the Tournament of Knights, CHAPS hosts additional fundraising events throughout the year. Board members will be notified of such events and are expected to participate in these events. A calendar, subject to approval, will be distributed annually of events. CHAPS participates in fundraising in a variety of ways. Board members and the Executive Director are responsible for organizing the following fundraising events:

CHAPS also has several other fundraising activities that the Board may be asked to help solicit for these sponsors:

Equestrian Team Sponsors

Horse Sponsors

Facility sponsors

Truck and trailer sponsors

Memorials or honorariums

Annual Appeal

Committees

In addition to attending board meetings and events, each board member is required to be involved in at least one committee. These committees includes:

Facility

Fundraising

Capital Campaign

Finance

Budget

The Board of Directors approves the fiscal year budget annually in September in advance of the fiscal year (October 1 – September 30). The Treasurer and Executive Director will prepare the budget initially. The Finance Committee will then review and submit the final proposed budget to the Board for approval at the September meeting.

Policy Decisions

The Board of Directors has the final say on all policies, standards, guidelines and procedures at CHAPS. CHAPS Board members will annually review the following:

Annual Strategic Plan (*typically occurs in December*)

By-laws, Board Handbook, Board Cheat Sheet, Conflict of Interest Policy, Confidentiality Policy (*typically occurs in January*)

Employee, Volunteer Handbooks and Job Descriptions *(Typically occurs in February)*

Executive Director Performance Evaluation *(Typically occurs in November)*

Strategic Planning

CHAPS will adopt a three-to-five-year Strategic Plan. Every two years the Board will engage in a workshop that entails the creation of a new plan. Other years will be a review of the current Strategic Plan.

Anticipated Time Contribution

CHAPS Board Members will spend *on average* five to ten hours per month. This time will be comprised of board meetings, committee meetings, and events.

Financial Contribution

Board members are expected to contribute financially by at least the end of May every year. There is no set donation size or limit as this is not meant to be a financial burden. Donations may be in any of the following forms:

Outright donation of cash

Donations of goods (receipt required)

In-kind services or donations that are applicable to operations (such as grain, hay, tack, etc.)

The reason we have this requirement is that most grants ask for the percent of board giving and expect 100%.

Board Officer Positions and Duties

Elections will occur every January.

President: Responsible for developing and posting meeting agendas to the board prior to the meeting. Chair the meetings and maintain order and parliamentary procedure. The President is not required to serve as a committee head unless they so desire, and is responsible for ensuring other Board Members have committed to at least one committee. The President is directly responsible for supervising the Executive Director, and will give the Executive Director's Performance Review, and is a signor on the checking account.

Vice President: Serves in the absence of the President on all levels. May be required to serve as a committee head. May also deliver the Treasurer or Secretary reports in their absence. Does not necessarily ascend to the President role.

Secretary: Responsible for taking notes, recording and reporting the meeting minutes. In addition is responsible for maintaining CHAPS records in hard copy and/or electronic copy as well as handing the documents off to the next secretary. These records include but are not limited to meeting minutes, by-laws, handbooks, etc.

Treasurer: Is a signor on the checking account. Takes accounting information to develop a financial report for Board Members at each meeting. Is the head of the Budget Committee and works with the Executive Director to develop the annual budget for approval in September. Treasurer is also responsible for payroll.

At-Large Members: Will provide committee leadership and support for program activities.

Board Member Term: Your term will be 3 years from the date you were voted on and you are permitted to serve for two terms.

Board Insurance

CHAPS maintains insurance to indemnify Board Members from liability annually (*through Market Insurance, policy available for inspection upon request*).

General

In the event this Handbook contradicts the CHAPS by-laws, the CHAPS by-laws take precedence.

Current Staff and Board Members

President: Kristen Masters

Vice President: TBD

Secretary: Shana Bolvin

Treasurer: Devin Worman

Past President: Mikole Bede Soto

Roger Ouellette

Piper Stevie

Andy Earp

Fleur Ahern

Teresa Garrett-Martin

Executive Director: Kristen Marcus

Barn Manager: Gina Marchese

PATH Certified Instructor: Fleur Ahern

PATH Certified Driving Instructor: Tracy Shaw

PATH Certified ESMHL: Kristen Marcus

Telephone: 307.673.6161

Physical Address: 501 US Highway 14 East, Sheridan, WY 82801

Mailing address: PMB 201, 1590 Sugarland Dr. Suite B, Sheridan, WY 82801

Email address: chapssheridanwy@gmail.com

Website: www.chapswyo.org

Professional Association of Therapeutic Horsemanship International (PATH) www.pathintl.org

CHAPS Board Member Application

Name: _____ Prefers to be called: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email Address: _____

May we add you to the CHAPS email list? Yes _____ No _____?

Occupation: _____ Employer: _____

Educational Background: _____

How did you find out about CHAPS? _____

Why are you interested in serving on the CHAPS Board of Directors? _____

Have you ever served on a nonprofit board? Yes _____ No _____? If yes please list which boards, offices held, and dates served:

Are you currently serving on any board, nonprofit or otherwise? Yes _____ No _____ If yes, please list: _____

What talents or skills will you bring to our board? _____

A full term is three years. Board members may serve three terms in a row before stepping down. Will you be able to commit to a least one full term of three years? Yes _____ No _____

How many hours per month are you comfortable devoting to the program? _____

Please list any individuals affiliated with CHAPS with whom you are acquainted: _____

Applicant's Signature: _____ Date: ____/____/____

CHAPS BOD use only

Application received: ____/____/____

Applicant nominated by: _____

Board Recommendations: _____

Applicant accepted? Yes ____ No ____ (if no, why not?) _____

Notified by: _____

Board Term Begins ____/____/____

First meeting ____/____/____

Added to email list: ____/____/____

Notes: