

Board Members

**General Information**

**BOARD TERM:**

Directors are elected to a term of two (2) years with a maximum of three (3) consecutive terms.

 **NUMBER OF DIRECTORS**:

The board shall consist of not less than three (3) or more than twenty-one (21) members.

 **MEETING TIME AND DAY:**

Regular meetings are held the 3rd Tuesday of each month at 5:30pm.

 **LOCATIONS:**

Meetings are held at 2773 E. Oakdale Tulare, CA 93247.

 **ATTENDANCE:**

Regular attendance at Board meetings is essential. Directors missing three consecutive meetings without cause maybe asked to resign or will be automatically removed from the board.

 **OPERATING YEAR:**

The budget year is October through September. The program year is February through November.

 **SERVICE AREA:**

Tulare County, Kings County, & Fresno County.

**Mission Statement**

Happy Trails Riding Academy is a non-profit program, which enriches the lives of children and adults with physical, cognitive, and psychological disabilities through Equine associated activities and therapy.

Equine facilitated activities and therapy provide a unique opportunity for self-improvement and independence in a positive learning environment, while offering a challenging alternative to traditional therapy.

**Vision Statement**

Happy Trails Riding Academy’s vision is to operate an attractive and quality program of equine associated activities and therapy from our property, expanding innovative programs with continued therapeutic results for an increasing number of children and adults with disabilities.

**Clients**

Happy Trails offers its therapeutic programs to clients of all ages. The majority of our riders are children (85%); however riders range in age from 5 to 65+. Our clients’ disabilities include:

* Cerebral palsy
* Down Syndrome
* Paraplegia
* Attention deficit disorder
* Autism
* Sensory & development disabilities
* PTSD

**Services & Service Area**

Each Happy Trails student participates in one of five different activities/therapies: Therapeutic Horsemanship, Equine Assisted Therapy, Interactive Vaulting, Equine Facilitated Psychotherapy, and Equine Services for Heroes.

**Funding Sources**

At this time, the organization is supported primarily by 3 major fundraisers:

* Night at the Races
* Round up
* Adopt-a-Thon

**Professional Staff**

The Professional staff shall consist of:

* Executive Director
* Program Director
* Certified Instructors
* Volunteer Coordinator

**Contact Information**

Physical Address:

Happy Trails Riding Academy

2773 E. Oakdale Ave

Tulare, CA 93274

Mailing Address:

Happy Trails Riding Academy

P.O. Box 572

Visalia, CA 93279

Phone Number:

559-688-8685

Fax:

 559-688-6786

Website:

 [www.WeAreHappyTrails.com](http://www.WeAreHappyTrails.com)

**BOARD RESPONSIBILITIES**

The Board of Directors are primarily responsible for establishing policies which guide the organization in achieving its goals and ensuring the organization is managed in a prudent manner.

1. **The board engages in short and long-term planning. The board:**
	* Adopts a well-defined statement of purpose/mission.
	* Adopts a vision statement that guides the organization to its future.
	* Adopts short and long-term goals.
	* Establishes operating principles/values that guide the conduct of directors and employees.
	* Annually evaluates the work of the organization toward achieving its goals.
2. **The board establishes financial and personnel policies. The board:**
	* Approves an annual operating budget of revenues and expenses.
	* Adopts financial and internal controls to protect the assets of the organization.
	* Ensures that an Independent CPA audits the books of the organization annually.
	* Ensures compliance with all regulatory and reporting requirements.
	* Adopts written personnel policy that is in compliance with federal, state, and local employment laws.
	* Ensures that all employees have written job descriptions.
3. **The board approves the organization’s annual operating budget. The board:**
	* Monitors the budget plan to actual monthly performance.
	* Understands and approves financial reports.
	* Ensures reports are accurate and prepared on a timely basis.
4. **The board hires & manages one employee—the Executive Director. The board:**
	* Establishes a written job description that guides the Executive Director in performing his/her duties.
	* Sets the Executive Director’s compensation.
	* Establishes a process for annually evaluating the Executive Director’s performance.
	* Knows and respects the Executive Director’s role as the manager of the organization.
5. **The board ensures there are adequate financial resources to achieve the goals of the organization. The board:**
	* Adopts a plan that outlines strategies to finance the work and services of the organization.
	* Ensures that funds are responsibly spent.
6. **The board annually evaluates its performance.**
7. **The board shall be an ambassador for Happy Trails Riding Academy**
	* Enhance the public image of Happy Trails in the community.
	* Disseminate information about the mission, goals, and services of Happy Trails.

**Board of Directors Profile**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Where do you prefer to receive phone calls (circle one): Work Home Cell
2. List membership/involvement in community organization(s):
3. List membership/involvement in professional organization(s):
4. List hobbies or interests:
5. Education/professional background (you may attach an additional list on a separate page):
6. List any special skills or training (you may attach an additional list on a separate page):
7. Areas of interest related to serving on this board (Examples: Planning, financial development, training, program development, etc.):

I**n signing this document, I support the mission of Happy Trails Riding Academy, and if I am elected to the Board, to make every effort to regularly attend board meetings.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date