

TEXAS LONGHORN BREEDERS OF TOMORROW OFFICER AND DIRECTOR POLICIES

The President's duties include but are not limited to:

- Being present at a minimum of 10 World Qualifying Shows, (including the National Youth Show and Convention)
 - Actively attends fundraisers and oversees the participation of all other officers in this capacity
 - Oversees and understands the duties of each TLBT Board position
 - Conducting at least 3 official meetings (State Fair Dallas, Fort Worth Stock Show, and TLBAA World Show), with the option to hold additional meetings at various affiliate shows.
 - Providing youth activities at all TLBAA shows in an effort to promote fellowship among the TLBT members
 - Being responsible for any raffle items, donated gifts and/or prizes at any of the TLBAA shows.
 - Representing the TLBT as a respectful and inclusive leader
 - Promotes fellowship among all TLBT members
- **NOTE*** In order to run for the position of TLBT president, you must have formerly held an officer or directors position within the last 3 years of being a TLBT member

The Vice President's duties include but are not limited to:

- Being present at a minimum of 5 World Qualifying Shows, (including the National Youth Show and Convention)
- Assists the President in overseeing each officer's duties
- Acting as President in the absence of the elected TLBT President

The Reporter's duties include but are not limited to:

- Being present at a minimum of 5 World Qualifying Shows, (including the National Youth Show and Convention)
- Insures that the TLBT website is accurate and up to date
- Obtains officer profiles and sends them monthly to the TLBAA office for the TRAILS Magazine
- Provides a newsletter at shows with General Membership Meetings (3 times a year)

The Secretary's duties include but are not limited to:

- Being present at a minimum of 5 World Qualifying Shows, (including the National Youth Show and Convention)
- Recording the minutes at all TLBT meetings
- Recording the attendance at all TLBT meetings
- Providing the newly elected TLBT Secretary a year-end report of all minutes from all TLBT meetings from the previous year.

The Treasure's duties include but are not limited to:

- Being present at a minimum of 5 World Qualifying Shows, (including the National Youth Show and Convention
- Reads the Treasurer's Report at the meetings
- Insures that all TLBT money is turned in to TLBT Advisors
- Understands the basic budgeting and balance of the TLBT account

The Parliamentarian's duties include but are not limited to:

- Being present at a minimum of 5 World Qualifying Shows, (including the National Youth Show and Convention
- Familiarizing yourself with *Robert's Rules of Parliamentarian Procedure*.
- Pledges to ensure that each meeting is run in accordance with fast and efficient Parliamentarian Procedure that is easily recorded by the secretary

ALL TLBT RUNNING FOR AN OFFICER POSITION (listed above) MUST BE IN THE TEEN OR SENIOR DIVISION

Junior, Intermediate, Teen and Senior Directors duties include but are not limited to:

- Being present at a minimum of 5 World Qualifying Shows, (including the National Youth Show and Convention)
- Acting as a positive representative of your TLBT division when handling all requests, questions, or concern, and reporting to them to the elected President

All TLBT Directors and TLBT Officers will be required to:

- Treat your fellow TLBT members with the same amount of respect you wish to have shown to you
- Attend all regularly schedules TLBT Board and Membership meetings
- Turn over any monies raised or donated to the elected Treasurer
- Participate and carry out any fundraisers or games. In the event that only one officer or director is present at the youth show, it is the officer's or director's responsibility to manage that activity.
- Be an active participant in the TLBT Board
- Attend the Officer and Director Camp held prior to the new show season
- Complete any tasks for committees that they have been assigned to

TEXAS LONGHORN BREEDERS OF TOMORROW POLICY

Any changes to TLBT Policies and Procedures must be made at a TLBT General Membership Meeting with at least 30 days' prior notice to the TLBT members.

**TLBT Approved Revisions at October 18, 2014 TLBT General Membership Meeting.

**TLBT Board of Directors reaffirmed these policies at the August 18, 2018 Board of Directors Meeting.