

**Regional Coordinator Contract**  
for  
**H.O.R.S.E.S. in Texas/United States Equine Sanctuary & Rescue**  
**Notice: You are about to sign a legal contract.**

This contract and agreement is made between \_\_\_\_\_, hereby referred to as Regional Coordinator or RC, and the corporation known as H.O.R.S.E.S. in Texas and United States Equine Sanctuary & Rescue, known herein as "The Rescue".

1. The person named above has agreed to accept the volunteer position within The Rescue named Regional Coordinator.
2. The Regional Coordinator shall be assigned one Region, consisting of the county in which the RC resides, as well as all of the counties immediately adjacent to that county on all sides.
3. The Regional Coordinator is a non-paid, non-officer, non-Director volunteer position.
4. The Regional Coordinator is voted in as RC and approved by a majority vote of the members of the rescue who are entitled to vote.
5. The Regional Coordinator position is considered permanent and is not an officer or Board position, therefore, there is no term of office.
6. Regional Coordinators may resign from the RC position without resigning from The Rescue as a member.
7. Regional Coordinators can be voted out of office according to a majority vote of the members of the rescue who are entitled to vote.
8. Regional Coordinators are entitled to one vote per issue at all meetings they attend, the same as all other members and Directors. Regional Coordinators may also vote by proxy.
9. Regional Coordinators shall take direction from all officers and members of the Board of Directors and shall follow those directions at all times, in all circumstances. Should a conflict of direction arise, the RC shall immediately call that conflict of direction to the attention of all officers who issued conflicting statements so that the correct direction can be given.
10. The duties of the Regional Coordinator are:
  - A) To recruit new members in their region.
  - B) To recruit new foster homes in their region.
  - C) To promote The Rescue in a positive light at all times in their region and in all other regions.
  - D) To act as a coordinator between The Rescue's Headquarters, Officers, and Directors. This shall be done in the following ways:

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- Proliferate needed information regarding Policies and Procedures to members and potential members, donors, and adopters in their region. The RC must take adequate measures to ensure that information being proliferated is true and accurate. In other words, the RC answers questions or provides basic information.
  - In the event an RC is not able to answer a question or provide adequate and complete exact information, the RC shall contact an officer or Director and request they contact the person asking for information.
  - Make suggestions to new members as to ways in which they can serve The Rescue by volunteering.
  - In the event a member in the RC's region becomes dissatisfied or appears to be dissatisfied for any reason, at any time, the RC shall, at the direction of any officer or Director, contact that member via phone or in person (not via e-mail, U.S. mail, fax, or through any third party) and speak with them to find out what objections they may carry towards The Rescue, take notes, and report back to the appropriate officer. If an appropriate officer is not known, the RC shall submit said report to the President or Secretary within 7 days time via phone, e-mail, U.S. mail, or fax. At this point, the coordinator's duty has been fulfilled unless further instructions are issued from the officer the RC is in contact with or any other officer or Director who is familiar with said report from RC.
- E) Regional Coordinator shall not assign volunteer positions.
- F) Regional Coordinator shall not act on his or her own volition without the express written consent of an officer or Director of The Rescue outside of the written direction of this contract.
- G) Regional Coordinator is not to process adoption applications and cannot make any final decisions on qualifications for foster homes except in those issues which are brought to a vote in a regular meeting in which all members are given the opportunity to vote on them. In the event that there is any possibility, no matter how remote, that the RC may be biased toward an adopter, RC shall abstain from voting on this particular issue.
- H) Regional Coordinators shall not, at any time, for any reason, award their friends, relatives, co-workers, or professional service providers, or anyone else, with special treatment and may not partake any actions towards those in any of the aforementioned groups or categories which may appear to be special treatment.
- I) If a Regional Coordinator comes into a position in which they must choose between friends, family, co-workers, or professional service providers in matters pertaining to The Rescue, RC's must choose on the side of The Rescue. Penalty for this shall be immediate suspension of RC duties, pending review by the Board of Directors within three days of suspension of duty.

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- J) Regional Coordinators shall make every effort to locate, plan, and implement promotional booths, membership drives, and fundraisers within their region. Such activities shall be implemented at least once every three months throughout the calendar year.
- K) Regional Coordinators shall pass out flyers, brochures, business cards, and written information as provided to them by an approved member, officer, or Director of The Rescue.
- L) Regional Coordinators may not design, print, or distribute materials they created themselves without the express written permission of the President, Vice President, Secretary, or Treasurer of The Rescue.
- M) The Regional Coordinator does not send out Membership Packets, Adoption Packets, Foster Care Packets. These are the duties of the Secretary of The Rescue.
- N) Regional Coordinators may send out Donation Contracts. The current donation contract that The Rescue uses is the only form of that contract the RC may send out. It may be sent out via U.S. mail, fax, or e-mail.
- O) Completed Donation Contracts, Membership Registration Forms, Adoption Applications, and Foster Care Packets shall be submitted to The Rescue's Headquarters and not to the Regional Coordinator.

11. Financial directives are as follows:

- A) All checks and money orders are to be written to The Rescue and mailed to The Rescue's Headquarters, c/o "Treasurer".
- B) The opening of a bank account in The Rescue's name is expressly forbidden and is grounds for a lawsuit.
- C) Reimbursements may be submitted for the following:
  - Vinyl banners (cloth or magnetic) bearing the name and logo of The Rescue
  - Transport of equine owned by or being donated to The Rescue
  - Fundraising expenses
- D) NO reimbursements shall be paid which are not approved in writing by the treasurer of The Rescue prior to any expenditure.
- E) Regional Coordinators are not allowed to accept or handle any money meant for, donated to, or paid to The Rescue for any reason, at any time. All such money shall be directed straight to the treasurer of The Rescue.
- F) Should the Regional Coordinator wish to place an ad in a newspaper or other media for the purposes of attracting members, adopters, or donors, or any other reason, this expense shall be approved by the treasurer in advance, in writing. Text of the ad shall be written by an approved HnT volunteer and submitted to the RC for approval, after which time the treasurer of The Rescue shall place the ad on behalf of the RC's region, should the expense be approved by the treasurer.

12. Regional Coordinators vow to abide by all USESR policies and procedures and submit to the board for direction and to accept all reasonable penalties imposed upon them by officers of The Rescue.

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