



Board Job Duties

| Office/Duties | 2016 Compensation |
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| President | |
| Elected - This person will chair all the board and member meetings, coordinate Wills Park schedules and show dates for following year. Call board meetings, set all meeting locations. Act as intermediary between show grounds and show participants. Assist in promotion of Rolling Hills Club. | Volunteer credits and 100 classes per year. |
| Vice President | |
| Elected - Assist president with above duties, sign checks for club expenses, stand in if president is absent from meetings, work with Wills Park on show dates, book speakers for January, February, May and June club meetings. | Volunteer credits and 60 classes per year. |
| Treasurer | |
| Elected - Keep track of all funds going into and out of Rolling Hills Club, setup bank account if needed, sign checks, balance the checking account, provide account balance information. File year end taxes. | Volunteer credits and 60 classes per year. |
| Correspondence Secretary | |
| Elected - Provide club newsletters and correspondence within the club and its members. Provide electronic copy of newsletters to the webmaster for posting on the website. | Volunteer credits and 60 classes per year. |
| Show Secretary | |
| Elected - Provide all record keeping of rider/horse entrants, keep track of work credits, meeting attendance, and show and year end points. Assign numbers to riders, track member numbers and member information. Provide participant status to the webmaster for posting on the website. Provides a list of stalls and shavings requirement to the Barn Manager. | Volunteer credits, 40 class credits and a budget of \$650/show. |
| Assistant 1 | Appointed by above - Assists with above duties during show day and show preparation. |
| Assistant 2 | Appointed by above - Assists with above duties during show day and show preparation. |
| Show Office Assistants (two) | |
| Volunteer - Ensures the dedicated, trained assistants have additional compensation for smooth office operations at double-judged shows | Paid a total of \$150 per show |

Open Ring Chairperson

Elected - Provides all coordination required for the open ring to run. Organizes and hires the ring judge and the ring helpers, as described below.

Volunteer credits, 40 class credits and a budget of \$400/show. (\$520/ double judged show)

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| Judge | Hired by above - Judge the show. | Up to maximum determined by board members. |
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| Gate Person | Appointed by above - Coordinate class entrants (may be the same person as the ring chair). | Paid from above budget. |
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| Steward | Appointed by above - Coordinate class entrant paperwork, help setup ring. | \$10.00/hr first 10 hrs then \$20/hr. |
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| Ribbon Distributor | Appointed by above - Hand out ribbons. | Paid from above budget. |
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| Announcer | Appointed by above - Announce class participants, class results, class sponsors, and write down score and points of participants for day end and year end awards. | \$10.00/hr first 10 hrs then \$20/hr. |
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Hunter Ring Chairperson

Elected - Provides all coordination required for the hunter ring to run. Organizes and hires the ring judge and other people required to run the ring, as shown below.

Volunteer credits, 40 class credits and a budget of \$400/show. (\$520/double judged show)

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| Judge | Hired by above - Judge the show. | Up to maximum determined by board members. |
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| Gate Person | Appointed by above - Coordinate class entrants and paperwork (may be the same person as the ring chair). | Paid from above budget. |
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| Jump Assistants | Appointed by above - Coordinate class entrants, help setup and adjust jumps. | \$40 |
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| Ribbon Distributor | Appointed by above - hand out ribbons. | Paid from above budget. |
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| Announcer | Appointed by above - Announce class participants, class results, class sponsors, and write down score and points of participants for day end and year end awards. | \$10.00/hr first 10 hrs then \$20/hr. |
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| Timer | Appointed by above - Keep track of the time for all timed events. | Paid from above budget. |
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Running Ring Chairperson

Elected - Provides all coordination required for the running ring to run. Organizes and hires the ring judge and other people required to run the ring, as shown below.

Volunteer credits, 60 class credits and a budget of \$250/show.

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| Timer | Appointed by above - keep track of all the entrants times. | \$10.00/hr first 10 hrs then \$20/hr. |
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| Gate Person | Appointed by above - coordinate class entrants (may be the same person as the ring chair). | Paid from above budget. |
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| Dragger | Appointed by above - Allows club to save a lot of money [ring must be dragged often between classes; Wills Park would charge us \$25/drag and helps ensure a member will do it. | \$54/show |
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| Ribbon Distributor | Appointed by above - hand out ribbons. | Paid from above budget. |
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Beginner Ring Chairperson

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| Elected - Provides all coordination required for the beginner ring to run, organizes all the people required to run the ring, as shown below. | | Volunteer credits, 20 class credits and a budget of \$350/show. (455/double judged show) |
| Judge | Hired by above - Judge the show. | Up to maximum determined by board members. |
| Gate Person | Appointed by above - coordinate class entrants (may be the same person as the ring chair). | Paid from above budget. |
| Jump Assistants | Appointed by above - Coordinate class entrants, help setup and adjust jumps. | \$40 |
| Ribbon Distributor | Appointed by above - hand out ribbons. | Paid from above budget. |
| Announcer | Appointed by above - Announce class participants, class results, class sponsors, and write down score and points of participants for day end and year end awards. | \$125 for the day |

Banquet Chair

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| Volunteer - Responsible for organizing the year end banquet. He or she finds the location, selects the date, picks the menu and organizes the caterer and other vendors needed to support the banquet. Selections should be approved by the club members at the regular meetings. | Volunteer credits; other compensation at the discretion of the board. |
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Banquet Committee

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| Volunteers - This group of people are responsible for helping the Banquet Chair with the year-end banquet, including banquet set-up and dismantle. | Volunteer credits |
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Barn Manager

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| Volunteer - Assign stalls to participants, unlock the stalls and verify that they have shavings for the stalls. Must be at show grounds Friday evening and Saturday morning to open the stalls and coordinate. | | Volunteer credits, 40 class credits and \$200/show. |
| Shavings Distributor | Appointed by above - Handle the distribution of shavings for people that order the shaving, or need shavings the day of the show. Must have means of transporting the shavings around the park. | \$8.00/hr. |

Webmaster

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| Volunteer - Determine hosting service for website, design and implement the web pages, take information supplied from the secretary and show secretary and publish this information on the web site. Design and implement a user friendly, informative web site, throwing in some fun and games when possible. | Volunteer credits and 70 class credits per year. |
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Additional Board Members

Elected officials - May be required when board members are voting on an issue. At least one of the three board members must be present during the entire show day. Additional board members shall be one of the show officials during the show day.

1st Year Board Member is responsible for coordinating with the club meeting location

2nd Year Board Member is responsible for verifying members volunteer hours

3rd Year Board Member is a check signer and is responsible for fielding questions from club info email

Volunteer credits and 20 class credits per year.

Additional Ring Help (Show Volunteers)

Volunteers appointed by any board member - extra people can be used to set up ring equipment, take down ring equipment, move fences and gates, or any other work where extra help is needed.

Volunteer credits, work credits, or meeting credits.

Ad Committee

Ad Committee

Volunteers - This group of people find sponsors for the yearly flyer. They collect money for the club by selling ads in the flyer. They organize the printing and distribution of the flyer. This is an important group as far as generating revenue for the club through ads in the flyer.

Volunteer credits, gets to place free ad in flyer.