

THSRA

Red Hot Region III

Rodeo Series – Season _____

You are being considered for the hired position of Secretary, this position will require year-around efforts in conjunction with the board of directors and the membership at large. Please read the following information carefully and signify your acceptance of requirements by signing this document.

The Secretarial position is a top-level position requiring a professional approach while ensuring the safety and competitive environment for all participants.

You report directly to the president and board constituents, a yearly “job performance” review will be performed in conjunction with a limited scope audit of the books in August of each year.

Secretary is responsible for carrying out the duties stated herein:

Organize, promote and track the rodeo results, Region III financial statement, balance sheet and checking account.

- Distribute copies of financial documents to each board member, have extra copies on hand at each meeting and rodeo for general members to review upon request.
- Maintain a monthly profit and loss statement, reconciled with the balance sheet and check register.
- Maintain a balance sheet that reflects all checks listed in chronological order depicting date, amount, and type of payment/debit.
- All payments/debits must have a clear-legible receipt for purposes of proof
- The balance sheet should also include credits, such as deposits, cash or check payments not yet deposited.
- All cash payments should include a written receipt reflecting date, type of payment and author of such payment.
- Set forth a yearly budget that outlines the accrual cost associated with the overall plan. This would include, but not limited to, travel monies and scholarship expenses planned by the board for that year-end.
- All expenses in addition to the normal payout of each rodeo should be cleared by the president over \$500 threshold; he/she may appoint a board member to act upon his/her absence.

Secretarial Job Description (continued)

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- Minutes must be taken during each meeting depicting all issues, comments, and discussion followed by voting outcome. Be sure to copy all board members either by e-mail/mail or both to ensure notification. Produce and distribute the written minutes within one week following said meeting.

The Secretary works directly with the national and state secretary's to fulfill obligations set forth by the NHSRA.

- Ensure we meet all requirements pertaining to the obligations thereof
- Schedule and notify "in advance" the requirements set forth by the state and national associations.
- Provide information to the membership "well in advance" of all requirements such as add deadlines, report card deadlines, entry deadlines and general information.
- Clearly list important deadline dates in announcements and notices at each rodeo.
- Make sure the announcer has a list of donors to represent during the rodeo performance.
- Ensure the State Finals Entries are properly submitted and points awarded by our region are included within the entry to the state secretary.

The Secretary will oversee all bookkeeping requirements, entries, point accrual and payouts at each rodeo.

- The Region III secretary must be a notary public in good standing by the State of Texas in order to notarize documents for members and the board of directors.
- It is important to distribute the checks as soon as possible during the rodeo venue. This especially important at the regional finals since state entries are due the following Monday.
- All checks unclaimed during the rodeo will be mailed the next business day
- Short checks and/or lack of payment should be reported immediately to the president.
- Stock must be drawn no later than 30 minutes/no earlier than one hour prior to the start of each rodeo. A judge or arena director must draw all stock. Two extra draws must be posted in the order drawn for replacement stock.
- Secretary must audit judge sheets versus timer sheets within two days of said rodeo.
- Secretary will ensure announcer and timer/s understand schedule, have experience with equipment and/are prepared in advance of each rodeo event.

Secretarial Job Description (continued)

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By your signature, you hereby agree to abide by the rules governing National High School Rodeo and support the Board of Directors to ensure accurate information and financials are available at all times.

Name

Date