

Tri State Dressage Society

Extra Jobs and Responsibilities for Board Members

1. Each board member is responsible for co-organizing a show. Also each board member is responsible for volunteering for 4 hours at a show other than the one they are organizing. The volunteer hours can be split up and do not necessarily have to be at the show itself. Example: ring set up or take down, judge transportation. Each board member is responsible for securing 2 door prizes for the year-end awards banquet.
2. **Clinic organizer:** Traditionally, the club president secures judges and clinicians for the year. In the past, it has fallen on the show organizers to also run the clinics; to be sure the clinician has meals, refreshment, transportation, etc. The show organizers already have a big job. Also, for show organizers who have to be at their real jobs on clinic days, the running of the clinic falls on the unemployed show organizer or falls through the cracks. Yvette, suggested, and I agree, that we have a position of clinic organizer who either organizes volunteers to be sure the clinic is supervised and the clinician cared for or who supervises the clinic herself. Since this job is a large job, I suggest that we consider allowing the person who fills this job to be exempt from co-organizing a show.
3. **Hospitality:** Insures that the judges/clinicians have transport to and from the airport, lodging, and meals. If the judge is staying at the Bradford House, coordinates with Tracy the reservation, and stocks the Bradford House with breakfast items and snacks. This past year, Martha (2014 hospitality chairman) also prepared judges' baskets. Do we want preparation of judges' baskets to be part of the hospitality chairman's job?
4. **Ring set up and take down:** In past years, Alan and his crew and Tracy set up the rings, trailers, and also insured that the rings were cleaned and taken down. In 2014, these responsibilities fell to the show organizers. There were some

glitches though. We rarely, if ever, had a take-down crew after the clinics were completed so the club paid Doug Holly to take down the arena. Doug charges around \$25-\$30 to take down the arenas so it was not expensive. Also, the arenas were not washed. The arenas got very dirty so the club paid Doug to wash them. That was much more expensive because it was pretty labor intensive. He charged us around \$120 to take down, wash, and put away both arenas. So do we want to continue on as we did in 2014, with arena set up volunteers, secured by the show organizers, and paying Doug to take down and clean the arenas? Or do we want to have a board member or board members that are in charge of the arenas?

5. **Year- end awards committee:** Usually 2 people, do not necessarily both have to be on the board, select and secure prizes for our year end award winners. These also include the president's gift and the volunteer of the year award.
6. **Ribbons:** Keeps inventory of our ribbons for the shows and orders ribbons as needed. This year, Julie also counted out the number of ribbons that would be needed at each show and had them out for the show organizers. If the year- end award committee decides that they want to award ribbons to year end awards winners, the ribbon person orders the ribbons for the year end awards.
7. **Year-end awards score tabulator:** Keeps track of scores earned at TSDS shows and calculates the scores for year- end awards, including scores earned at TSDS recognized shows (has only been the K-9) and scores from recognized shows/events. Julie has suggested that this be a committee to minimize errors.
8. **Election organizer:** Sends out ballots to the membership with nominees for the officers that are being elected for the year and tabulates the votes.
9. **Awards Banquet Organizer:** Secures the location for the year- end awards banquet. Also sends out invitations; selects the menu; sets the price for the tickets,; decides if we will have a raffle and if so sells raffle tickets and secures raffle item;

secures door prize tickets; coordinates with the venue the number of expected guests; works with the treasurer on funds collected.

10. **Webmaster:** Maintains and updates the TSDS website. Removes inaccurate and outdated information.