

2019 RESPONSIBILITIES OF HELDCA DELEGATES

The Delegates to HELDCA are responsible for the following:

Each Year

Representing your club's interest at the quarterly HELDCA meetings or events.

Coordinating your club's volunteers during work days.

Selecting the dates for your club's events at the Annual Meeting (December).

Providing all necessary paperwork for all chosen events to the HELDCA Secretary by the time of the March Officers Meeting.

Coordinating the payment of the club's annual dues (currently \$250.00) and event fees prior to the first quarterly meeting. No club may run an event if has not paid its annual dues or event fees.

Completing the "Propagation Report" for your entire club's activities at Sharp's Farm prior to the Annual Meeting.

Each Event

Obtain keys and sign boards, place signage/buoys as required, hang yellow chain on Basset Mill Rd for every Sharp's event.

Posting the Event Today sheet, safety plan, bird import paperwork, map for shooting areas, copy of HELDCA's regulated shooting area permit, and insurance information in the kiosk on the day of the event.

Calling Hopkinton PD a day prior to event.

Completing an "Economic Impact Report" and sending copies, no later than 30 days after an event, to both the HELDCA Secretary and Treasurer.