

COLORADO REINED COWHORSE ASSOCIATION

POSITION:	SHOW SECRETARY
STATUS:	PART TIME
EMPLOYMENT STATUS:	WILL PERFORM UNDER TERMS AND CONDITIONS OF AN ANNUAL CONTRACT
WORK HOURS:	AS NECESSARY TO PERFORM DUTIES AND RESPONSIBILITIES OF THE POSITION

This position description is established by the Board of Directors ("Board") of the Colorado Reined Cowhorse Association ("CRCA") to outline the basic requirements, duties and responsibilities of the position of Show Secretary.

Summary:

The Show Secretary reports to the CRCA Executive Director. The Show Secretary is responsible for the operation of the show office at each of CRCA's horse shows including the performance of any related tasks before and after each show.

Specific Duties and Responsibilities:

The specific powers, duties, and responsibilities of the Show Secretary include, but are not limited to, the following:

1. Based on showbills as provided by Executive Director, get approval of shows and show classes by the NRCHA and AQHA as required
2. Create entry forms and take entries online and at shows
3. Maintain CRCA service standards as provided by the CRCA Board
4. Enforce rules as set by the CRCA Board
5. Answer rider/owner questions regarding the show, classes, entry requirements, etc.
6. Prepare draws, enter scores, prepare results and post in a timely manner
7. Create payout checks (in coordination with CRCA Treasurer/Executive Director)
8. Collect membership forms and fees for CRCA, NRCHA and AQHA as required
9. Reconcile each show – entry fees, stalls, RV's, practice fees, memberships, etc. as specified by CRCA Treasurer
10. Provide results and show details to CRCA Treasurer, Executive Director and the Board
11. Provide results in required formats to NRCHA and AQHA
12. Provide CRCA with show files and all pertinent show data
13. Maintain all entry forms, show results and show data for a minimum of three (3) years
14. Hire supporting office staff as required

Minimum Requirements:

1. Working knowledge of the reined cow horse sport preferred
2. Experience running a show office or similar operation
3. Experience with Microsoft Word and Excel.

4. Ability to work and communicate with a wide variety of people – riders, owners, facility managers, show staff, judges, etc.

Working Environment:

1. Must be able to work all CRCA show dates
2. Must have own computers, printers and related software necessary to perform functions of this position.
3. Must be willing to work long hours and weekends as determined by the show schedules and number of participants.