



NOMINATION FORM FOR FILING OF OFFICER/BOARD MEMBER POSITIONS FOR THE 2019 SHOW SEASON

Nominations must be received by November 16, 2018

- (1) You may scan and email this form to: _mrscrecsecretary@yahoo.com
 (2) You may simply send an email to: _mrscrecsecretary@yahoo.com stating who you are nominating and for what position.

Filing for Officer/Board Member positions are open now until November 16.

Person(s) must be a current 2018 member in good standing with Mid Rivers Saddle Club.
 See page two for description of each position's responsibilities.

OPEN POSITIONS	NAME
Vice President	
Recording Secretary	
Treasurer	
Horse Show Secretary	
Public Relations	
Awards Secretary	
Sergeant at Arms	
Board Member 1 -3 positions	

2019 POSITIONS	NAME
President	Peggy Goeke
Board Members	Jeff Feager, Joann Goehler, Lisa Johnson, Nick Prouhet, Dean Wooley, Joyce Boss

- Person(s) must accept nomination of position before being put onto the election ballot. All nominations will be posted on MRSC website after nominee's acceptance.
- Election Ballots if mailed must be received by November 30th. Otherwise ballot must be in sealed envelope and (1) can be given to a member attending general membership meeting or (2) may be brought to general membership meeting.

Signature/Name of MRSC Member submitting this form: _____

Upon receipt a confirmation email will be sent to you. Please provide your email address:



Nomination of Officer/Board Member Positions for the 2019 Show Season

* Descriptions of Officer/Board Responsibilities taken from the MRSC Bylaws

SECTION 2—DUTIES OF OFFICERS AND BOARD OF DIRECTORS

Vice President: In the absence of the President, the Vice President will perform the same duties as the President. The Vice President shall assist in maintaining order if the President is unable to fulfill duties, submits resignation and/or upon removal shall become President and serve as such until after the next regular election. The Vice President shall further be responsible for all duties assigned to him/her by the organization.

Recording Secretary shall be responsible for:

- Keeping and distributing the minutes of all meetings, including motions passed and reports made or submitted as well as resolutions introduced.
 - Conduct correspondence for and in the name of the organization.
 - Record membership and sponsorship applications
 - Maintaining the database of approved memberships and sponsorships.
 - Updating or creation of forms needed. i.e. nomination forms, official ballot, and membership surveys.
- Shall be responsible for supervision of: Printing and distribution of forms need. This position is currently supported by Excel, Word, and Publisher.

Treasurer shall be responsible for:

- Receive funds from all sources of the organization.
 - Funds Received from Horse Shows: Treasurer shall work with Horse Show Chairman to make disbursements of all show help personnel by current year budget and also payment of all other horse show expenses. All cash received during the show will be signed off by Horse Show Manager. When deposited in bank of sound financial standing in the name of the organization within 14 business days, a separate deposit record will be made for all cash receipts not only for shows but also for membership/nominations or any other cash receipts. Responsible for adjudication of show expenses by using Registration forms or Horse show software. All horse show expenses/disbursements shall be provided to Officers/Board Members at the next board meeting following the horse show.
 - Give his/her receipt as evidence of the receipt thereof.
 - Financial statements, copies of bank statements and receipts along with all deposits/disbursements for all other activities from the last board meeting until the current board meeting shall be presented at each board meeting for review.
 - Present a Profit & Loss Statement at the General Membership meetings. More detailed financial information can be requested in writing to the board by a member in good standing.
 - Keep a ledger of disbursements and receipts and make all disbursements and payments using an accounting package such as QuickBooks, Quicken, etc.
 - Receive all receipts/disbursements for annual banquet.
 - Balance statement to be presented at the end of fiscal year.
 - Provide Club CPA with any appropriate documentation required and to schedule annual review of state and federal required filings.
 - He/She may seek additional help from a committee for assistance with these tasks.
- This position is currently supported by Quick Books.
Annual audit performed by accounting firm of Brown Smith Wallace.

Horse Show Secretary shall be responsible for:

- Keeping an accurate count of the points awarded. Point standings should be reviewed before posting by Horse Show Chair and designated board member or officer. If dispute arises, all points must be reviewed by the Horse Show Secretary and further checked by the Board of Directors.
 - Hiring of Judges, Contracts, Judge Cards, Pattern Selections prior to their contracted show.
 - Obtaining Arenas for all the shows
- Shall be responsible for supervision of:
- Pattern Book creation and distribution.
 - Collect and record all necessary horse documents. i.e. Coggins and Health Certificates for Out of State Horses.
 - Providing Show Bills and Registration Forms one month in advance.
- He/She may seek additional help from a committee for assistance with these tasks.
This position is currently supported by Word, Excel and Publisher.

Public Relations shall be responsible for:

- Promoting the club's activities through news media and all other venues including the website and Facebook.
 - Items must be up to date and presented in ample time to facilitate publication.
- Shall be responsible for supervision of: Creation of fliers needed for all MRSC events; Promotion of horse shows by distribution of show bills and fliers; Producing and distributing (at the expense of the club) a regular newsletter. This position is currently supported by Word Press, Publisher and Word.

Awards Secretary shall be responsible for:

- Ordering and availability of awards (ribbons, trophies, etc) for each show.
 - Select and manage year-end awards and creation of forms needed for recipient to order.
 - Inventory of awards on hand.
- Shall be responsible for supervision of:
- Special themes or event
 - Show awards
- He/She may seek additional help from a committee for assistance with these tasks.
This position is currently supported by Excel, Word and Publisher

Sergeant at Arms shall be responsible for:

- All properties and equipment of the organization not delegated to any other officer or member. He/she shall also remove any member for improper behavior when requested to do so by the Board of Directors. At meetings the Sergeant at Arms is the authority; at horse shows the Board of Directors in attendance are the authority.
- If the Sergeant of Arms is absent the President may appoint a temporary at the meeting.

Board of Directors will consist of at least a minimum of 5 members and a maximum of 9, in addition to the elected officers (totaling an odd number). The Board of Directors shall be the governing body of the club and will be empowered to make decisions which must be made between general meetings. Decisions affecting the entire membership must be presented to the general membership at the next general meeting. Said Board of Directors shall handle all protests, disputes, complaints, and criticism that do not fall under another individual board member's authority, and there shall be no appeal on the findings of the Board of Directors.