

## NDJHRD Secretary

The NDJHRD Secretary is employed by the NDHSRA/NDJHRD combined boards. This position involves but not limited to:

### **Membership**

- Maintain a continuous line of communication with all members.
- Update and post the yearly Fall and Spring membership packets on the website.
- Make sure all contestant NHSRA & NDHSRA paperwork is completed correctly, signed, and notarized.
- Account for the NHSRA and NDHSRA membership dues and deposit.
- Maintain databases for membership, rodeo entries, rodeo results and standings.
- Work with the event directors making sure they understand their duties.
- Work with Marketing Director to coordinate Fundraising requirements.

### **NHSRA**

- Complete activity reports twice a year for rodeo approval.
- Make sure rodeo committee insurance certificates are sent to the NHSRA.
- Serve as the liaison between the NHSRA and the members. Notify the members of any important information from the national office.

### **Rodeo Committees**

- Communicate throughout the year to keep them informed of any changes.
- Prepare and send rodeo committee packets to each committee.
- Make sure all the deadlines for each rodeo are met.
- Answer any questions or assist the committees where needed.
- Keep up-to-date database of approved contractors, judges, pickup men, and bullfighters.

### **Rodeos**

- Download contestant entries two weeks prior to each rodeo weekend.
- Draw for contestant positions and post on website the Monday night prior to each rodeo.
- Notify stock contractors of contestant numbers prior to each rodeo.
- Prepare rodeo and cutting judges sheets prior to each rodeo.
- Prepare documents for the rodeo timers and rodeo announcers.
- Assist judges with stock draw two hours prior to each rodeo.
- Post official stock draw one hour prior to each rodeo.
- Work with rodeo committee secretary and timers.
- Enter results in appropriate database throughout the day.
- Post results immediately following each event and forward to announcer.
- Compile an invoice for the rodeo committee.
- Post results and standings on website after each rodeo.

### **State Finals**

- Sign up state qualifiers at the last qualifying rodeo.
- Enter all contestants, do the draw, send the draw to the printer within two days.
- Accurately keep track of all the points for each contestant and post daily.
- Prepare reports for the year-end awards ceremony.
- Work with the Finals rodeo committee making sure all details are covered.

## **Nationals**

- You are not required to travel to the National HS Rodeo Finals.
- Assemble the packets of information (prior to State Finals) for the national qualifiers.
- Find individuals to help the national qualifiers with their paperwork & collect needed fees:
  - Event Entries (no entry fees collect)
  - Stalls and fees
  - Camping and fees
  - Jackpot and fees
- Within two days of the conclusion of the State Finals, you need to verify and proof that all national qualifiers paperwork is correct and mailed to the appropriate offices.
- Complete all State Finals forms & reports and send to the National Office.
- Pass on important details to those families traveling to Nationals.
- Work with our travel agent for those who want to stay in a hotel.

## **Board of Director and Contestant Meetings**

- Coordinate and prepare up to five Board of Directors meetings a year or as determined by the Board of Directors.
- Attend all meetings – document, type and distribute minutes.
- Arrange up to three Contestant meetings
  - First Fall Rodeo
  - First Spring Rodeo
  - State Finals
- Coordinate annual campaign to search for adult and student officer candidates along with event directors.

## **Website**

- Maintain the content on the website related to membership information.
- Post rodeo draws, results and standings after each rodeo.

## **Requirements:**

- Must travel to each Junior High Rodeo
- Proficient with Microsoft Word and Excel.
- Must learn and use the ARTS Rodeo program.
- Must learn and use the National Membership Portal program.
- Excellent communication and organizational skills.
- Need to have access to the internet.
- Along with any other tasks/jobs assigned by the Board of Directors.

## **Compensation:**

- \$750 monthly Salary paid on the 30<sup>th</sup> of each month (\$9,000 annually)
- \$100 monthly towards internet services and or phone (\$1200 annually)
- Mileage is reimbursed at State rate traveling to rodeos