

**MANDAN HORSE & SADDLE CLUB**  
**Position Guidelines**  
**Updated 12/7/23**

**All Board Members**

1. Must be active members (dues paid by 15 March), need to have regular attendance at board meetings.
2. Provide input on club policy and activities
3. Assist in recruiting and maintaining sponsors (requests and thank yous).
4. Assist in all facets of club rodeos and activities and recruit help from other members (event directors, awards, arena gate, registration, timer and sound set-up, timing, announcing, setting up equipment for events, prize presentations, stock handling, etc.

**President**

1. Serve on the club board of directors; vote on all matters before the board.
2. Coordinate activities of board members
3. Conduct board and membership meetings
4. Develop meeting agendas, distribute meeting notices & coordinate physical arrangements for meetings
5. Appoint special ad hoc committees as needed
6. Represent club at Mandan Park District Dacotah Centennial Park Advisory Committee meetings and other interactions with Mandan Park District (or arrange for another representative to act as necessary),
7. Maintain contact with Park District personnel to secure dates for activities and ensure the facility is ready (grass mowed, etc.)
8. Review or write grants to assist in funding projects and prizes (or arrange for another representative to write grants for review)
9. Lead the grievance process if needed at MHSC activities
10. Maintain a record of activities to pass along to successor
11. Update membership with newsletter, email, social media and website.

**Vice President**

1. Serve on the club board of directors, vote on all matters before the board.
2. Assist the President
3. Perform duties of President in his/her absence
4. Succeed to the office of President should that office be vacated
5. If the Treasurer is unable to attend to his/her duties, the Vice President will perform such duties.
6. Maintain a record of activities to pass along to successor

**Secretary**

1. Serve on the club board of directors, vote on all matters before the board.
2. Keep accurate records and minutes of all club board and membership meetings and forward minutes to President for review and distribution.
3. Assist board with letters needed to recruit and maintain sponsorships.
4. Maintain a record of activities to pass along to successor.

**Treasurer**

1. Serve on the club board of directors; vote on all matters before the board.
2. Collect and disburse all funds for the club, or cause such to occur.
3. Maintain records of transactions.
4. Provide financial statements such as a balance sheet, profit and loss, and transaction reports since the last meeting. to board at each meeting and as requested by board members.

5. Obtain insurance for the club to include spectator liability policies for events, liability insurance for equipment, and board liability insurance as directed by the board.
6. Coordinate an annual non-profit tax return with the assistance of an accountant or professional tax preparer.
7. File the annual Secretary of State non-profit organizational report.
8. Deposits –Create a deposit slip and double check figures. If online registration is not available at family rodeos, the entry fees (money taken in the cash box) shall be tallied up before the end of the rodeo and this number should balance with the entry report.
9. At rodeos – if online registration is not available, or if there's an admission for spectators, have starting cash available, assist with receipt of entries and membership fees prior to rodeo, payment of expenses including calculation and distribution of contestant earnings during and after rodeo.
10. Maintain a record of activities to pass along to successor

#### **Arena Director(s)**

1. Serve on the club Board of Directors; vote on all matters before the board.
2. Cultivate the arena ground ensuring good ground condition
3. Make sure event equipment is available and set up as needed, recruiting other volunteers as necessary.
4. Guide decisions on cancelling or postponing rodeos due to rain, inclement weather, and/or poor ground conditions.
5. Secure, deliver, and return tractor, skidsteer, 4-wheeler, water truck or other equipment as needed for arena prep and maintenance during rodeo.
6. At rodeos - Work with judges to supervise flow of events; raking ground during rodeo, and assist with and secure additional help as necessary to execute various events

#### **Directors-At-Large (up to 5)**

1. Serve on the club board of directors; vote on all matters before the board.
2. Duties as assigned by President or Board
3. Guide youth directors

#### **Past President**

1. Serve on the club Board of Directors to ensure continuity; votes on all matters before the board.

#### **Mandan Rodeo Days Organization Liaison**

1. Serve on the club board of directors; vote on all matters before the board.
2. Provide updates from the Mandan Rodeo Days Organization; assist with communication and collaboration between the organizations.
3. MHSC membership not required, but encouraged.

#### **Youth Directors (up to 3; non-voting)**

1. Serve on the club Board of Directors
2. Welcome to provide input on all matters before the board (asked to participate in at least 1 meeting)
3. Assist with Event Director Positions during rodeos
4. Two (2) hr minimum support to HS Rodeo (setup/teardown or help during)
5. Participate in sponsor thank you session
6. Provide input to prize selection

## **Additional Roles & Responsibilities (may be divided among directors at large or other board members/volunteers)**

### **MHSC Liaison to Mandan Rodeo Days Organization**

1. Voting member of the MRDO executive committee per that organization's bylaws.
2. May or may not be a member of the MHSC board of directors. Non-voting on the MHSC board of directors; invited to attend and provide update, input at meetings.

### **Sponsorship / Grants**

1. Create event sponsorship proposals to include levels and benefits.
2. Contact all previous supporters and recruit new prospects, with support from all board members, to secure current year sponsorship needs.
3. Identify grant opportunities, submit and track for compliance once approved.

### **Event Personnel & Logistics (may be divided up among board by activities and competitions)**

1. Secure announcer, timers, and other crowd's nest help
2. Secure judges for family rodeos and other activities
3. Make arrangements for stock contractors for family rodeos and other activities.
4. Crowd's nest and office set-up. Set up timing system to include electric eye and display board. Set up sound system, microphones as needed.

### **Entry/Membership Coordinator**

1. Determine/recommend to the board the advance entry system(s) to utilize for MHSC activities.
2. Respond/handle any questions related to online membership and advance entries.
3. Verify online entries & count all contestants.
4. Verify stock counts and notify contractors, or cause such to occur.
5. Create programs of contestants to provide order.
6. Create final judges, timers, gate help and announcer sheets
7. Maintain all membership forms and waivers (in cooperation with treasurer)
8. Maintain mailing list for members and prospective members/active non-members and forward to President and Treasurer
9. Act as go to person in crowd's nest for contestant question/concerns

### **Prize Coordinator**

1. Work with the board to establish a prize budget and any preferences for the year.
2. Purchase prizes for family rodeos, high school rodeos and other events as needed. This , including prizes for any tie placings throughout the year.
3. Purchase prizes for year-end awards as needed to include HS jackets

### **Media/Communications Coordinator**

1. Website and Facebook page maintenance and updates
2. Take or obtain photos/videos of events, competitors and prize winners for social media and website use.
3. Prepare event flyers for use in publicizing activities online, by email and mail.
4. Provide members and prospects with general updates (rodeo dates, meeting dates and major actions, etc).
5. Issue news releases to local media.

### **HS Rodeo Coordinators**

Separate, detailed lists available.