

***Indiana High School Rodeo Association
Rodeo Secretary
Duties & Responsibilities***

State Finals

- Insure fully audited accurate results for all contestants in all events throughout the rodeo season and through the State Finals competition.
- Completes appropriate National office requested points paperwork for association secretary to submit.

General Duties and Responsibilities

- Serve on the Board of Directors, support the efforts, goals and endeavors of the Board of Directors and vote on behalf of the membership represented.
- Receive all entries and monies paid with each entry for all In-State rodeos. Rodeo secretary will insure each contestant for which an entry is received is qualified and eligible to compete within the Association. If there is question regarding a particular contestant's eligibility, Rodeo Secretary will contact the Association Secretary, Association President, and/or National Director as appropriate to confirm and/or clarify eligibility.
- Provide the Association Treasurer with an accounting of all monies received for each rodeo, summarized by category (e.g. office fees, event entry fees, stall fees, camping fees, armband/rodeo entrance fees, etc.).
- Following the close of entries, conducts the position draw for each In-State rodeo for each contestant entered.
- Receives all communication and documentation regarding draw-outs.
- Oversees, coordinates, documents, and posts at the appropriate time, the stock draws for each contestant at all In-State rodeos.
- Coordinates and insures timers for each event.
- Records times, placings, and points for each In-State Rodeo.
- Receives times, and placings for out of state rodeos and records points for In-State contestants based on this information provided.

- Insures timely audit of all times, placings and points prior to posting of official points.
- Insures all rodeo results, placings and points are provided to the Association Secretary within 3 days following an In-State Rodeo or within 3 days of receiving out of state rodeo information for posting on the Association website.
- Researches and answers all questions regarding points and standings.
- Provide to the Officers and Board of Directors at each meeting, a current status of points and standings, along with explanation of any changes or corrections made to points from prior board meeting.
- Provides all rodeo activity affiliated documents and paperwork to Association secretary per time line according National rule book and state bylaws and handbook.