

Indiana High School Rodeo Association

State Secretary

Duties & Responsibilities

National High School Finals

- In coordination with the Student Secretary, insure the posting (in a centralized location) on a daily basis during the finals the IHSRA contestants who are competing for the day and the results of all IHSRA contestants throughout the National Finals competition.
- Compile and complete all paperwork necessary for submission to the NHSRA for national high school qualifiers.

State Finals

- Ensure proper ordering and awarding of awards such as but not limited to 70% awards, state level awards, national awards, scholarship awards.
- Coordinate awards for presentation.
- Submit all required national office documentation within seven days after state finals
- Work with the scholarship awards representative to ensure accuracy of national and state level scholarship awards.

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.
- Compile, maintain and distribute all appropriate documentation, communication and data within and for the Association including, but not limited to:
 - ✓ Development and distribution of annual membership packets.
 - ✓ Timely maintenance of information on the Association web-site.
 - ✓ Distribution of entry forms for In-State rodeos no later than 30 days prior to the scheduled date of the rodeo.
 - ✓ Communication and correspondence with the NHSRA as required by the Association.
 - ✓ In coordination with the Student Secretary, a Student Membership Directory to include member name, address, home phone, cell phone, and e-mail address to be updated quarterly.

- Send out and process membership applications and insures all appropriate documents received as required for membership (including, but not limited to grade cards, birth certificates, etc.)
- Document minutes from each and every board meeting to be distributed to all board members no later than the subsequent board meeting. All minutes must be reviewed, and voted for accuracy and acceptance by the Board.
- Document the minutes from each general membership meeting
- Coordinate, oversee, conduct and document the election of officers, board members, and other elected positions within the Association throughout the year.
- Obtains association insurance coverage for all members as well as each rodeo activity insurance submission
- Completes and submits activity forms in accordance to national office requirements for authorization and files.
- Oversee and maintain social media sources on behalf of the association.
- Coordinates with association treasurer in order to ensure proper payment of all association invoicing including but not limited to insurance coverage, payment of all NHSRA financial obligations
- Coordinate a board yearly review, audit and edit of the association student handbook and association by-laws with proper motion and vote to move forward with edits according to current association documentation and release to membership upon completion.