

Parker Trail Riders Officers

Information, Duties and Descriptions of the Positions of the Executive Board of
Parker Trail Riders Club



2019

Table of Contents

I. INTRODUCTION	3
OFFICIAL BY-LAWS AND OPERATIONS MANUAL	3
II. OFFICER POSITIONS ON THE PTR BOARD	4
ELECTION OF OFFICERS TO THE BOARD	4
III. GENERAL RULES AND POWERS OF THE BOARD	5
GENERAL EXPECTATIONS OF EACH OFFICER	5
IV. INDIVIDUAL RESPONSIBILITIES AND ROLES OF BOARD OFFICERS	6
PRESIDENT	6
VICE PRESIDENT	7
RECORDING SECRETARY	8
TREASURER	9
COMMUNICATIONS DIRECTOR (NEWSLETTER EDITOR)	11
SOCIAL CHAIR	12
TRAIL CHAIR	13
PLEASURE SHOW CHAIR	13
GYMKHANA SHOW CHAIR	15

I. Introduction

This document is intended to provide information and guidelines related to the descriptions, duties and responsibilities of the officers who comprise the Executive Board or “Board” of the Parker Trail Riders club or “PTR”. This document is provided as supplemental information for general members and prospective Board members.

Please note that the information provided here is not intended to establish rules or policies of PTR or the Board nor does it supersede or supplement the official rules and by-laws of PTR.

Official By-Laws and Operations Manual

The basis for information provided here is derived in part from the “Parker Trail Riders Constitution and By-Laws” (Rev. 2010).

See our website at www.parkertrailriders.org for a full copy of the official by-laws of PTR.

Rules and requirements for our events can be found in the “Parker Trail Riders Operations Manual” on the website, www.parkertrailriders.org. At the conclusion of each calendar year, the Board reviews and updates the operations manual based on improvements and suggestions gathered throughout the previous year. Once the updated operations manual is approved, it will remain in place throughout that calendar year.

II. Officer Positions on The PTR Board

The Board consists of nine elected officer positions as enumerated below. Additionally, the immediate past president is considered a member of the Board for one year as president pro-tem. The positions of the officers that serve on the PTR Board are as follows:

- President
- Vice President
- Recording Secretary
- Treasurer
- Social Director
- Gymkhana Chair
- Pleasure Chair
- Trail Chair
- Newsletter Editor (also referred to as “Communications Director” or “Communications Chair”)

Election of Officers to The Board

The officers, which form the Board, are elected annually and serve one (1) year terms. All officer positions are considered open positions once every calendar year. Any senior member in good standing may nominate, or be nominated by, a fellow senior member in good standing to serve as an officer on the Board. Additionally, current Board officers in good standing may be nominated for consecutive terms. The election of officers is held annually at the regular November meeting each year. Newly elected officers will succeed to office at the beginning of the January Board meeting.

III. General Rules and Powers of the Board

1. The president, or in his/her absence, the vice president, will call a meeting of the Board at three month intervals or more frequently, if the business of the club demands it. Currently, the Board meets prior to each regular membership meeting, from February to November in addition to once in January for a day-long planning session.
2. All decisions between regular meetings must be made by a majority vote of the Board (no club voting during this time is required or proper.)
3. No debts may be incurred by an individual member or group of members of the club without approval of the Board. Such member or members incurring debts without approval is individually liable for such debts.
4. The majority of the Board must fill vacancies in an elected officer position within two weeks from the time of vacancy. In the case of vacancy in the office of president, however, the vice president succeeds to the office of president and the Board will appoint a new vice president.
5. All Board officers are expected to familiarize themselves with the club's Bylaws and also with "Robert's Rules of Order", Revised, whose rules have been adopted as parliamentary procedure for all meetings of this club.

General Expectations of Each Officer

1. **Represent PTR.** Welcome members at all meetings and events. During official events, answer questions from members and public. Direct any event specific questions to the presiding show chair or president. Be familiar with and have a copy of the operations manual available for reference (on phone or in office).
2. **Meeting Participation.** Attend monthly Board and members meetings, as well as special or planning meetings ordered by the president. Provide a report of their activities and upcoming events. Provide flyers to prospective participants and organizations when appropriate.
3. **Communications.** Contribute information in a timely manner to the communications director for updates to the club website and Facebook account. This includes flyers, results, event details, Facebook invites, and volunteer thank-yous.
4. **Treasury.** Provide approved expenses in format requested in a timely manner for reimbursement from the treasurer. Approval for all expenses must be confirmed prior to incurring them.

IV. Individual Responsibilities and Roles of Board Officers

This section contains general areas of responsibility for each officer position on the Board. It should be noted that the officers of the Board work in a highly collaborative manner. In addition, each officer will typically possess areas of knowledge and expertise that may cause some overlap of duties. Therefore responsibilities tend to reside with these positions based on personal strengths and interests of the individual Board members and are up for discussion on a continual basis.

President

- 1. Club Management.** All general management of the club resides with the president. This includes ensuring that all responsibilities of the officers and Board are completed, especially for the fiscal management of the club. All required reporting to the State of Colorado and other regulatory agencies is paramount to maintain the good standing of the organization. The president must also ensure that the club maintains a well-rounded offering to horsemen as per Bylaws and Operations Manual.
- 2. Official Communication.** Provide the official response of PTR for official correspondence with regulatory agencies, vendors, providers, facilities, etc. . This responsibility may be delegated to an appropriate Board officer.
- 3. Dispute Resolution.** Act as a tie breaker in meetings, votes, and discussions. Maintain a presence at events and represent PTR at all times. For disputes, the president should listen to members and others involved and represent PTR's best interests while enforcing the club's operations manual. When any dispute arises that is not clearly identified in the club's operations manual, the decision of the president should represent first safety, then accuracy, transparency and fairness to all members; if a question still remains, the benefit of the doubt should go to the member.
- 4. Awards Banquet.** Act as master of ceremonies or delegate appropriately and plan the agenda for awards and presentations. Coordinate with the social chair for event planning. Arrange for award selection, ordering, and delivery. Confirm and audit standings and special award qualifications and results with show chairs. Time commitment: MC 4 hours in December. Planning time varies with an estimate of 20 hours from October to December.
- 5. Awards:** Responsible for ordering or delegating the assignment to order the ribbons and trophies for the shows that count for high point. Also responsible for ensuring the proper ordering of all the year end high point and reserve gifts to be awarded at the annual awards banquet. The outgoing president should turn over all vendor information to the new officer.

6. **Calendar:** Coordinate the annual calendar – gather all dates from the various Board members for all activities for the coming year. Provide a schedule to the Town of Parker for the events requiring the use of the Salisbury Equestrian Center. Delegate if appropriate.

Vice President

1. **Club Management.** Assist the president whenever needed and direct club meetings in their absence or as requested.
2. **Parades.** Responsible for registering PTR with the local town parade officials and ensuring all club parade riders have passed required spook proofs.
 - This position requires someone that is detail and time oriented.
 - Launder the parade tack (saddle pad covers and polo wraps) after every parade.
 - Maintain the club parade flags, banner, and flag boots.
 - Relate to the club members the importance of polished tack and clean horses while representing the club during parades.

Below are the specific parade responsibilities and the timelines of each task needs to be performed.

1. **Parade Rules:** The vice president is responsible for reviewing the existing rules pertaining to the parade on an annual basis. The rules address appropriate clothing for a parade, spook proofing horses, and volunteer hours. These should not change significantly without Board approval. If there are any changes to the rules, the vice president is responsible for making the changes and getting the new revised rules on the PTR website by March of the current year.
2. **Parade Dates:** The vice president is responsible for submitting the parade dates to be included on the Parker Trail Riders event calendar. Historically the parades that PTR has participated in are: The Elizabeth Stampede Parade in June; the Parker Country Festival in June; the Elbert County Parade in August, the Douglas County Parade in August, and the Christmas Carriage Parade in December. The vice president is responsible for contacting the organizer of these parades and submitting the applications for PTR to participate. If proof of insurance is required, the vice president is responsible for providing it.
3. **Spook Proof Clinics:** The vice president is responsible for holding spook proof clinics throughout the year. The purpose of these clinics is to qualify horses/riders to participate in parades. The spook proof clinics put the horses through several obstacles that will demonstrate how the horse handles him/herself in a challenging situation. To operate a successful spook proof clinic, The vice president should:
 - a. Provide a course design that encourages the horse and rider team to work through potentially uncomfortable situations.

- b. Confirm that all required equipment is either stored onsite, or can be obtained by club members or Board officers.
 - c. Coordinate a sufficient number of volunteers to set up the course, register horse and rider teams, serve as additional judges for qualification, tear down the course, and store equipment.
4. **Equipment:** The vice president is responsible for keeping the flags, saddle blankets, leg wraps, scarves, flag boots and any other items used for the parades that PTR participates in. All these items must be cleaned and pressed for each parade.
5. **Preparation for the Parade:** The vice president is responsible for encouraging participation in the parades. This could include calling members whose horses have passed the spook proof clinics and reminding them of the upcoming parade. It can also mean calling members who have participated in previous parades. Communicate to parade participants the staging time and area of the upcoming parade.
6. **Day of the Parade:** the vice president needs to:
- a. Have all the parade equipment at a pre-communicated staging area.
 - b. Having the lineup for the PTR participants in the parade and communicating it.
 - c. Registering PTR with the parade organizers and getting the number assigned to our club.

Recording Secretary

1. **Meetings/Recording.** Record action items, topics of discussion, and document all decisions for executive Board meetings, membership meetings, and annual planning session.
2. **Insurance.** Begin the renewal process one month to six weeks prior to annual renewal date. Contact agent to obtain the current application and contact necessary Board member(s) to collect necessary information in order to complete the application. Complete the application and submit in a timely manner to allow for processing time, and time to answer any questions that the agent or underwriter may have. Once the application is accepted and the quote is received, submit it to the Board for review and approval, obtain the signature of the president, a check for the premium from the treasurer, and deliver to the agent to bind coverage. Submit to the agent, all additional insurance coverage requirements of any entity with whom PTR will contract for use of their facility. Since the policy includes coverage only for events specified at the time of the application process, maintain contact with the agent to notify them of any additional events that could potentially occur through the policy period, and obtain additional Certificates as required.
3. **Waivers.** Update liability and helmet waivers as required by the insurance underwriter in order to have coverage bound each year. Waiver samples must be provided with the annual insurance application. At the request of the underwriter, ensure that waivers are being

signed by all participants for membership, pleasure shows, gymkhanas, trail rides, parades and special events. Documents originally created in Word are updated and provided to event chairs to be used for their particular event. Additional copies are provided throughout the year to include any updates as needed.

4. **Meeting attendance tracking.** Collect attendance sheets after meetings and update records, ensuring that attendance is recorded for all members.
5. **Volunteer hour tracking.** Collect volunteer sign-in sheets from event chairs, and update records, ensuring that hours are recorded for all volunteers. Monitor spreadsheet to confirm that calculations are correct when rows and columns are added. Also confirm that hours volunteered and donated to others are added to the designated member.
6. **Document maintenance.** Collect all membership forms, volunteer sign-in sheets, meeting sign-in sheets, special event waivers and any additional documentation that may need to be referenced in the future. File alphabetically or by date, depending upon the document being filed.
7. **Check PO Box Weekly**
8. **Volunteer Hours** – gather and consolidate all the volunteer hours from the various Board and committee members.
 - a. Pleasure Chair
 - b. Gymkhana Chair
 - c. Trail Chair
 - d. Vice President
 - e. Awards Banquet Committee
9. **Administer Membership Directory**
 - a. Make membership directory
 - b. Make deposits for membership dues and report to the treasurer
 - c. Send new membership information to the newsletter editor
 - d. Send monthly birthdays to newsletter editor
 - e. Verify all information on membership application, including signature on the release

Treasurer

1. **Bookkeeping.** Maintain books for PTR by recording all deposits, expenses, reconciling statements, processing transfers, and paying bills.

2. Reporting. File periodic report with state and annual report with IRS.

3. Financial Management. Provide Board with financial statements monthly. Reconcile bank accounts and expenses.

4. Show Assistance. Assist show chairs in maintaining show spreadsheet and show standings for publication.

Included are the specific responsibilities and timelines for each task that needs to be performed.

1. **Deposits:** The treasurer is responsible for depositing all the funds that are brought to the monthly meetings belonging to PTR. These funds will usually be provided by other Board members but could also be provided by members at the general membership meeting. The funds will represent the following:
 - a. Membership dues
 - b. Pleasure Show class fees
 - c. Gymkhana Show class fees
 - d. Awards Banquet fees
 - e. Silent Auction proceeds
 - f. Trail Ride fees
 - g. Clinic fees
2. **Disbursements:** The treasurer is responsible for maintaining the checking account. The checking account will provide funds for expenses necessary to operate the club. All expenses must be approved by the Board. Expense items the checking account will provide are:
 - a. Judges for the pleasure shows (pleasure, trail and ranch riding)
 - b. Awards for the pleasure shows and gymkhana shows
 - c. Daily high point and reserve awards for the pleasure shows and gymkhanas
 - d. Year-end awards for pleasure shows, gymkhana shows and trail
 - e. Expenses for the all events and offerings
 - f. Expenses for the awards banquet
 - g. Utilities
 - h. Insurance
 - i. Donations

3. **Monthly Meetings:** The treasurer is responsible for providing financial statements to the Board at the monthly meetings. The financial statements will include a balance sheet and income statement. The statements will come directly from the financial software that PTR uses for maintaining their financial data. The treasurer will record the detail behind deposits and withdrawals from the checking account. The software used to maintain the financial records will be kept current. The treasurer should also provide the financial status of the money markets in the name of Parker Trail Riders. At any time between the monthly meetings, the president may request financial data from the treasurer.
4. **Monitoring Financial Activity:** The treasurer should provide deposit slips to the social chair, the trail chair, the pleasure chair and the gymkhana chair. This will allow the deposits for funds to be made in a timely manner and not wait for the monthly meetings. The treasurer will monitor the deposits and will only allow a maximum of a two week gap between a PTR event and a deposit of the funds from the event. It is the responsibility of the treasurer to report back to the Board if there is a delay in the depositing of PTR funds, (more than two weeks).
5. **Non-sufficient Funds (NSF):** The treasurer is responsible for contacting the person or persons responsible for a returned check due to non-sufficient funds. The treasurer will also notify the Board member who is responsible for the event the check came from. The Board member needs to be made aware for future check activity from the individual.
6. **Balancing the Check Book:** The PTR check book will be balanced on a monthly basis. All financial records will be current and reconciled when they are turned over to a new incoming treasurer.

Communications Director (Newsletter Editor)

The communications director facilitates the flow of information from the PTR Board to the PTR membership and public at large. It is the responsibility of this position to ensure the quality and consistency of information provided by PTR. The communications director also maintains and develops PTR's web presence including managing web hosting, website and social media outlets. Develop new means for reaching both current and potential PTR members and supporters.

1. Identify and maintain website provider or host.
2. Ensure the website is updated and maintained.
3. Set communications protocol for the Board regarding deadline for posting results and event information.
4. Set and enforce social media policy regarding who can post, have access to social media, material that can be posted, what business members can post and if and when other events

should be posted that may be of interest to members. Maintain balance between proper level of and number of posts so as to not diminish importance of primary club activities.

Social Chair

1. Respond to emails from website, and/or phone calls from members, if they pertain to social events. Otherwise forward the email, and/or phone call information to the appropriate Board or Committee Member.
2. Organize PTR merchandise (jackets, hats, etc) for purchase and selling.
3. Handle Public Relations matters, such as show schedules for the Maverick Press, Horsestop.com, and local newsletters. Press releases for year end awards.
4. Social Events:
5. Meetings
 - f. Arrange for guest speakers
 - g. Arrange or bring door prizes
 - h. Set up refreshments (cups, napkins, plates, etc)
 - i. Clean up after meeting
 - j. Collect sign-in sheets
6. Social Events:
 - k. July – Ice Cream Social
 - l. August – Co Chair with Trail, Poker Rider, Auction
 - m. September – Co Chair with Trail, Chili Ride
 - n. October– Homemade Soup and Chili Night
 - o. December Awards Banquet – Create or chair committees for:
 - Decorations
 - Silent auction
 - Food
 - Set up
 - Clean Up
 - Thank you notes to the silent auction sponsors
7. Elections
 - a. Count ballots

Trail Chair

1. Organize a well-balanced calendar of trail rides for members.
2. If not acting as trail boss for a specific ride, identify and communicate requirements to a trail boss for each ride.
3. Create or coordinate event posting/flyer for each trail ride to include information on location, difficulty, special interests for site. Coordinate with communications director for posting of information one month in advance of specific ride and communicate the information to members via social media and meetings.
4. Establish and maintain a program to increase ridership and participation for trail.
5. Coordinate with applicable chair for the Poker Ride, spook proofs and assist with Trot for Ta Tas.

Pleasure Show Chair

Included are the specific responsibilities and the timelines that each task needs to be performed.

1. **Pleasure Show Rules:** The pleasure show chair is responsible for reviewing the existing rules pertaining to the pleasure show on an annual basis. The rules address various tack and how it can be used, appropriate English and Western attire, ground rules, year-end high point, and class categories. These should not change significantly without Board approval. If there are any changes to the rules, the pleasure show chair is responsible for making the changes and ensuring the new revised rules are updated on the PTR website by March of the current year.
2. **Awards:** The pleasure show chair is responsible for or assigning the ordering of ribbons and trophies for the five pleasure shows that count for high point. The pleasure show chair is also responsible for ordering all the year-end high point and reserve gifts to be awarded at the annual awards banquet. The outgoing pleasure show chair should turn over all vendor information to the new pleasure show chair.
3. **Show Dates:** The pleasure show chair is responsible for setting the pleasure show dates for the show season. The dates should be established in conjunction with trail rides, gymkhana shows and other PTR events. The standard for the PTR pleasure shows is the last Sunday of the month, May through September. These have historically been the dates for the PTR shows because they fit in with the show schedules for the Elbert County shows and the Aurora Horsemen's Association shows. These dates typically need to be determined by mid-January.
4. **Judges:** The pleasure show chair is responsible (or coordinates with a judges chair volunteer) for contacting and arranging for judges for the five Pleasure shows that count for

high point. Each show typically requires a show judge and a trail judge. The outgoing chair should turn over all the contact information for judges used in the past. Once the judges have been selected, a contract needs to be sent to each judge. The contract needs to include:

- a. Date of the Show agreed upon by both parties
 - b. Amount to be paid for the services
 - c. A copy of the current Pleasure Show Rules
 - d. Directions to the arena
5. **Forms:** The pleasure show chair is responsible for keeping records of the pleasure shows. The forms needed are:
- a. Show deposit reconciliation
 - b. Detailed daily show activity
 - c. Contract for judges
 - d. Pleasure show entry forms
 - e. Daily high point and results spreadsheets
6. **Day of the Show:** The pleasure show chair is responsible for:
- a. Having the office opened and operating one hour prior to the start of the first class of the day. For example, if Class 1 starts at 9:00 a.m., the office needs to be opened by 8:00 a.m.
 - b. Having the pleasure show entry forms at the show and available to be used by show participants at 8:00 a.m.
 - c. Having a check for the show judge and a check for the trail judge
 - d. Having copies of the pleasure show rules available for distribution
 - e. Having membership application forms available for distribution
 - f. Having extra cash for making change
 - g. Making arrangements for lunch for the judges
 - h. The pleasure show chair is provided a \$50 petty cash fund for misc. emergency purchases (batteries, safety pins, supplies, etc.).
7. **Following each Show:** The pleasure show chair needs to:
- a. Deposit the money from the show within 5 days of the show.
 - b. Record the results of the show including rider, horse, and placings for each rider in each event.

- c. Send results to communication chair for posting to the public.
- d. Send the list of volunteers from the show to the responsible Board member keeping track of volunteer hours.

Gymkhana Show Chair

Included are the specific responsibilities for each task needs to be performed.

1. **Gymkhana Rules:** The gymkhana show chair is responsible for reviewing the existing rules pertaining to gymkhana shows on an annual basis. The rules address various tack and how it can be used, appropriate attire, ground rules, year-end high point, and class categories. These should not change significantly without Board approval. If there are any changes to the rules, the gymkhana show chair is responsible for making the changes and ensuring the new revised rules are updated on the PTR website by March of the current year.
2. **Show Dates:** The gymkhana show chair is responsible for setting the gymkhana show dates for the show season. The dates should be established in conjunction with trail rides, pleasure shows and other PTR events. The standard for the PTR shows is the third Saturday of the month, May through September. These have historically been the dates for the PTR shows because they fit in with the show schedules for other horse shows in the area, such as the Aurora Horsemen's Association shows. These dates typically need to be determined by mid-January.
3. **Forms:** The gymkhana show chair is responsible for keeping records of the Gymkhana Shows. The forms needed are:
 - a. Show deposit reconciliation
 - b. Check list
 - c. Detailed daily show activity
 - d. Gymkhana show entry forms
 - e. Daily high point tally sheet
4. **Awards:** The gymkhana show chair is responsible for or assigning the ordering of ribbons and trophies for the five gymkhana shows that count for high point. The gymkhana show chair is also responsible for ordering all the year end high point and reserve gifts to be awarded at the annual awards banquet. The outgoing gymkhana show chair should turn over all vendor information to the new gymkhana show chair.
5. **Day of the Show:** The gymkhana show chair needs to:
 - a. Have the office opened and operating one hour prior to the start of the first class of the day. For example, if Class 1 starts at 10:00 a.m., the office needs to be opened by 9:00 a.m.
 - b. Have the gymkhana show entry forms at the show and available to be used by show participants at 9:00 a.m. when the office opens.

- c. Have copies of the gymkhana show rules via operations manual available for distribution.
- d. Have membership application forms available for distribution.
- e. Have extra cash for making change.
- f. Track volunteers and hours worked. Included should be if the hours are being worked for themselves or for another rider.
- g. The gymkhana show chair is provided a \$50 petty cash fund for misc. emergency purchases (batteries, safety pins, supplies, etc.).

6. Following each Show: The gymkhana show chair needs to:

- a. Deposit the money from the show within 5 days of the show.
- b. Record the results of the show including rider, horse, time and placings for each rider in each event.
- c. Send results to communication director for posting to the public.
- d. Send the list of volunteers from the show to the responsible Board member keeping track of volunteer hours.
- e.