



BALTIMORE COUNTY HORSE SHOW ASSOCIATION

Individual: Job Title:	Secretary	Job Category:	2 Year Term – Can serve 2 consecutive terms
Elected by:		Restrictions:	
GENERAL MEMBERSHIP AT FALL OPEN MEETING		MUST COME OFF FOR ONE YEAR AFTER TWO CONSECUTIVE TERMS AS SECRETARY	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p><i>To assist or lead in the following:</i></p> <ul style="list-style-type: none"> • Support the President in any major decisions regarding policy and budgeting. • Support BCHSA on all social media platforms. • In charge of transcribing Meeting Minutes and emailing to BOD within five (5) days of Board Meeting. • Submitting Champion photos to Equiery and The Chronicle of the Horse at the end of the year. • Updating forms for website for new competition year – November. • Updating Officer and BOD Notebooks when needed – January. • Serve on one (1) Committee. <p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> • <i>All Board Members are required to support the Benefit Show, Medal Finals and Banquet in some capacity.</i> • Any Director who shall be absent from two (2) consecutive meetings of the Board of Directors without being excused by the Board, shall thereupon be subject to removal as a Director by majority vote of the Directors present at a duly constituted meeting of the Board of Directors. • Each Board of Director will receive one free ticket to the Banquet of Champions. 			
Reviewed By:	HOLLY GEELHAAR	Date:	January 6, 2018
Approved By:	PRESIDENT	Date:	January 6, 2018
Last Updated By:	Board of Directors	Date/Time:	March 3, 2021