



BALTIMORE COUNTY HORSE SHOW ASSOCIATION

Job Title:	Vice President	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 VICE PRESIDENT	
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. ● Point of contact for Show Managers on matters relating to show insurance policies. ● Orchestration of shows managed by and benefitting BCHSA, with support of the relevant committees, including: managing communications with prospective venues; hiring judges, course designer, starters, concessions, and EMT; finalizing the prize list; ordering ribbons. ● Solicit Donations and Sponsors including payments/collections for Benefit Show, in conjunction with the Benefit Show Committee. ● Selection and transport of Decorations and Clean-up for Benefit Show. ● Coordinate with Medal Finals Chairperson for transport of decorations from Benefit Show to Medal Finals Venue. ● Creation of Show Calendar by November prior to new show season and submission to Webmaster. ● Calendar and Sanctioning updates to Webmaster. ● Review of Prize Lists and submission to Webmaster for posting on Show Calendar. ● Presentation during Show Managers Meeting regarding specs of divisions ● Manages routine updates to, centralized storage of, and sharing out of pertinent documents for Show Managers ● Collation and review of Show Feedback forms submitted by membership ● Enforcement of any violations of Show Manager/Venue. ● In the President’s absence, heads association meetings ● Should the President step down from their position, the Vice President will assume that position’s accountabilities until the position is filled by vote of the Board <p>QUALIFICATIONS</p> <p>Good working relationships with venues and experience with all aspects of planning a successful horse show and appealing Show Calendar for our Members.</p>			



B.C.H.S.A.

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Reviewed By:	HOLLY GEELHAAR	Date:	January 4, 2016
Approved By:	PRESIDENT	Date:	January 4, 2016
Last Updated By:	Renn Cannon, with approval of Board of Directors	Date/Time:	March 3, 2021