



Reining Alberta South Committee Roles

ALL Branch Committee Members Responsibilities

- Abide by and uphold Board Bylaws, Policies, Rules, Code of Ethics and Expectations.
- Represent Reining Alberta in an ethical manner at all times.
- Assess membership needs and wants for the Branch.
- Base event offerings on membership assessment, polls, and suggestions.
- Set number of events to be held during the current year.
- Set classes to be offered for the Show Season.
- Recommend class prizes for the Show Season.
- Recommend Year End Champion/Reserve Champion Award Prizes.
- Be an active and supportive Committee Member.

Chairperson Role and Responsibilities (elected position)

- Must be a good communicator with a positive, approachable, and outgoing attitude.
- Abide by and uphold Reining Alberta Board Bylaws, Policies, Rules, Code of Ethics, and Expectations.
- Attend Reining Alberta main branch Board Meetings.
- Responsible for representing the needs of the RASB membership at Board meetings.
- Responsible for RASB Mastercard (assigned by Reining Alberta Main Branch Secretary and ATB)
- Responsible for RASB bank information when needed for show reconciliation.
- Submit Show reconciliation with Banking deposit report and deposit slips to Reining Alberta Main Branch Secretary within 14 days of Show/Event. (received from RASB Secretary)
- Submit all reports to Reining Alberta Board immediately following each event/show (Arena Rental may be submitted prior to the event to the Reining Alberta Main Branch Secretary).
- Responsible for submitting the show budget for the Branch to the Reining Alberta Board for approval on or before December 15 of each year.
- Booking Venues and Judges for Schooling Shows, submitting these dates and prices with budget for approval by the main branch.
- Update the Reining Alberta Main Board on branch activities monthly or as requested.
- Schedule and conduct regular (suggested monthly) RASB Committee meetings.
- Delegate and organize responsibilities to RASB Committee Members.
- Manage and grant access to RASB emails as needed.
- Arrange yearly clinic - book venue, clinician, lunch, riding groups, etc. (with help/input from Committee Members and Events Coordinator as needed).
- Recommend cost for clinic/event participants to Reining Alberta Main Board (when required).
- Work with Sponsorship Coordinator to update Sponsorship Package for each Season.
- Oversee Facebook (to be managed by the Communications Coordinator).
- Ensure all Branch rules, class list, and eligibility are current and up to date,
- Chairperson will be the liaison between RASB and the RA Main Branch.



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Vice-Chairperson - Role and Responsibilities

- Assist Chairperson when needed/requested.
- May choose to head a sub-committee.
- The Branch Vice Chairperson will act as the Branch Chairperson in any situation where the elected Branch Chairperson is absent or otherwise unavailable.
- If, at any time during the year, there is a vacancy in the position of Branch Chairperson, the Branch Vice Chairperson will assume the position of Branch Chairperson. The Branch Committee will then elect a new Branch Vice Chairperson from amongst the remaining members of the Branch Committee.

Show Secretary - Role and Responsibilities

- Have a positive, friendly, service-based attitude.
- Responsible for maintaining financial records and event records for the South Branch.
- Manage and keep the show float (\$200.00)
- Have members sign waivers at the start of the year.
- Handle the money day of the show.
- Reconciliation income/expenses at the end of show day.
- Responsible for making bank deposits after show reconciliation (ATB)
- Manage and edit (as required) the Show Entry Form (google form).
- Accepting and organizing entries into draw sheets.
- Printing draw sheets and posting day of shows.
- Bring laminated patterns day of show (stored in Secretary's Show Box).
- Post Arena Guidelines & Etiquette at Secretary table, and near patterns/draws at each show.
- Printing and entering names on score sheets for the Judge (saved in Google Drive).
- Organize Judge/Scribe show package (schedule, draw sheets, scorecards, and patterns).
- Monthly meetings minutes - keeping minutes and writing them up and sending them to RASB Committee Members.
- Print additional documents that may be needed on show day (membership forms, non-pro declarations etc.)
- May choose to head a sub-committee.

Volunteer Coordinator - Role and Responsibilities

- Outgoing, positive, and engaging communicator.
- Expected to attend each Branch show.
- Will work closely with the Chairperson and Secretary.
- Organize, schedule, and manage Volunteers for each Show/Event
- Track volunteer hours for eligibility to Year End Awards and Volunteer of the Year (minimum show requirements must be met)



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Sponsorship Coordinator – Role and Responsibilities

- Outgoing, positive, and engaging communicator.
- This role will work closely with the Prize Coordinator and the Communications Coordinator.
- Approach new Businesses for Sponsorship in and around the community.
- Connecting and communicating with past Sponsors for continued support.
- Collecting sponsorship and donations (prizes/product). All money/cheques collected must be submitted to the Reining Alberta Main Branch.
- Follow up with Committee Members on progress and feedback.
- Meet the Branch Sponsorship goals for the year end awards and budget for show prizes and year end awards.
- Work with the Chairperson to update the Sponsorship Package for each Season.
- Work with Communications Coordinator to create Facebook and website sponsorship “shout outs/posts” of thanks and to promote their businesses.
- Maintain and manage an up to date Sponsor Database at all times.
- Maintain and manage sponsor logos for each year (to be kept in the RASB google drive).
- Ensure each Sponsor receives all stated benefits from the sponsorship package.
- Responsible for printing and laminating Sponsor logos to be posted at each Show (in conjunction with Prize Coordinator).
- All correspondence to Sponsors is to be sent using the RASB Sponsorship email, cc’ing the Chairperson.
- Send “Thank You” cards and invites to Awards Banquet to all Sponsors.

Prize Coordinator / Show Day Secretary Assistant – Role and Responsibilities

- Outgoing, positive, and engaging communicator.
- Expected to attend each Branch show.
- Be available for Show/Secretary table coverage when the Secretary is unavailable.
- This Role will work closely with the Sponsorship Coordinator and the Secretary.
- Work with Sponsorship Coordinator and Chairperson to organize/arrange the purchase of prizes for circuit shows and Year End High Point Awards according to budget and decisions made by the RASB Committee.
- Responsible for having the prizes at each show, displaying, and presenting prizes to winners at the end of each class.
- Track class winners’ points for year-end high point awards after each show. Send a pdf version of season high point to the Chairperson for website posting after each show.
- Arrange advertising for Reining Alberta at all events based on requirements set by Reining Alberta Sponsorship Committee.



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Communications/Marketing - Role and Responsibilities

- Outgoing, positive, and engaging communicator.
- This role will work closely with the Chairperson and Sponsorship Coordinator.
- Manage the RASB Facebook page.
- Regularly post Sponsor information to promote our supporters.
- Post show entries with links.
- Send RASB website updates to RA (Christine Lamport) – this includes Sponsors with web page and FB links, logos, etc.
- Manage the communications folder with all Sponsor posts.
- Do an in depth write up of each Sponsor to be posted to FB.
- Keep the RASB FB active and engaging.
- When possible, visit our Sponsors' place of business to introduce and engage with them; create tiktok videos and post to FB to encourage the membership to check them out.

Director/s at Large – Role and Responsibilities

- Have a strong desire and commitment to supporting grassroots Reining.
- Willingness to serve on sub-committees.
- Assist with planning for the Season (shows, clinics, awards banquet)
- Attendance and participation at RASB Board Meetings.
- Attendance at RASB and RA AGM.
- Attend RASB shows when possible.