

# OHSRA Leadership Position Descriptions

## **National Director**

Represent the State Association on the National Board. Ensure the State is operating within the NHSRA Rule Book and the State By-Laws, and monitor business and finance procedures. Ex-officio member of all committees.

## **President**

Chairperson of the Board and Ex-officio member of all committees. Schedule and lead Board meetings, appoint committees/Chairpersons, and manage the overall activities of the Association in accordance with the By-Laws and Rules of the NHSRA and State.

## **1st VP – Rodeo Coordinator**

Chairperson of the Rodeo Committee  
Manage production of rodeos, coordinate with facility/arena owners/managers, hire stock contractors and rodeo personnel (secretary, judges, announcer, pick-up men, timers, bullfighters, EMT's etc.)

## **2nd VP – Public Relations Coordinator**

Chairperson of the Public Relations Committee  
Promote the Association, oversee awards/member benefits, fundraising, and sponsorships programs.

## **State Secretary**

Membership management (tracking sponsorships, fundraisers, & verifying grades), National Entries, keep Board meeting minutes and submit a typed copy to the Board members via email with-in 10 days of each meeting.

## **State Treasurer**

Manage all Association finances (including Scholarship account), banking, and filing taxes.

## **Rodeo Secretary**

*At/Before Rodeo:* Take entries/fees, position draws, prepare rodeo personnel sheets, stock draws, and oversee timers. *After Rodeo:* Post results, payout, and points with-in 48 hours.

## **District Directors**

Serve on the Board of Directors, attend all Board meetings and vote on behalf of the membership in the district represented, actively participate on committee(s), assist at rodeos. Be a resource for members in your District to communicate questions or concerns, and work with the Board to resolve any issues.

## **Girls Timed Event Director**

Serve as arena director for BA, PB, GT  
Responsible for equipment (poles, stakes/ropes, barrel covers, etc.) for these events.

## **Boys Timed Event Director**

Serve as arena director for cattle Timed Events (including BK)  
Responsible for equipment (string, box pads, and dogging chute, etc.) for these events

## **Rough Stock Event Director**

Serve as arena director for Rough stock events. Understand safety rules.

## **Shooting Sports Coordinator**

Organize all shooting events

## **Queen Coordinator**

Organize the Queen contest, provide guidance and assist Queen with all responsibilities, and coordinate the Grand Entry (for contestants and announcer).

**Cutting Event Coordinator**

Organize all cutting events and submit official results

**Reined Cow Horse Event Coordinator**

Organize all RCH events and submit official results

**ALL STUDENT OFFICERS/ROYALTY PARTICIPATE IN GRAND ENTRY****HS Student President**

Lead the contestant meetings at OHSRA rodeos, assist in organizing contestant activities/fundraisers. Responsible for all of the National/State sponsor banners (to be hung in the arena at all OHSRA rodeos).

**HS Student Vice President**

Write monthly OHSRA newsletter for the Horsemen's Corral Magazine, assist in hanging/removing sponsor banners, and assist in organizing contestant activities and fundraisers.

**HS Student Secretary**

Conduct roll call at contestant meetings, assist in hanging/removing sponsor banners, and assist in organizing contestant activities/fundraisers.

Responsible for designing and creating the State Finals program and collecting senior bios.

**Queen**

Coordinate grand entries and contestant activities, assist with fundraisers, award presentations, and Queen Contest.

Responsible for Sponsor flags at all OHSRA rodeos, and managing the OHSRA Instagram page.

**JH Student President**

Help HS officers with hanging banner, contestant activities, and fundraisers.

**JH Student Vice President**

Help HS officers with hanging banner, contestant activities, and fundraisers.

**JH Secretary**

Help HS officers with hanging banner, contestant activities, and fundraisers.

**Student Event Directors**

Be present in the arena during your designated event and know the rules of that event.

Wear Student Event Director Vest, so you can be easily located.

Keep Score/times on Sheets provided and sign bottom of sheet at completion of event.

Pass sheets to next Event Director (last Event Director - turn in all sheets to the secretary).