

EXPRESSION OF INTEREST

Manitoba Barrel Racing Association Secretary / Treasurer

The successful applicant will:

- have strong organizational, decision making, and problem-solving skills.
- have the ability to work in a team environment and independently as required to carry out motions / directions from the Board of Directors and Association President.
- have an understanding of the rules of the MBRA and the ability to enforce association rules.
- be able to conduct themselves in a professional manner when speaking with membership and outside agencies while representing the MBRA.
- have experience planning events, ideally experience with organizing / hosting jackpots of a larger entry size.
- have experience with bookkeeping for an association.
- have strong computer skills, specifically Microsoft Excel, Word, and Outlook.

Responsibilities / duties will include:

- work closely with the president of the association to carry out the daily business of the association and motions / direction from the Board of Directors.
- process season memberships.
- attend board meetings and take minutes at the meetings for distribution to the directors.
- intake sanction requests for jackpots and track receipt of jackpot results, prize funds and sanction fees.
- intake season jackpots and process qualifying attendance.
- check the MBRA e-mail daily.
- be available to answer membership questions.
- track association income and expenses prepare monthly financial statements.
- take entries for fundraising jackpots and regular board hosted jackpots.
- responsible for the intake of finals entries and check in contestants during the finals.
- assist with the planning and execution of the season finals.

The successful candidate will be asked to obtain a Criminal Record Check

This position requires a high time commitment during peak times of June – September with processing memberships and finals entries.

These are a broad list of duties that the association Secretary / Treasurer is responsible for and if you would like more detail about what the position involves, please contact Tanis Shackleford, President at 1-204-267-7144 or e-mail mbbarrelracing@hotmail.com.

If you are interested in this opportunity, please e-mail your application to mbbarrelracing@hotmail.com. Application should include your contact information and a paragraph or two as to how you are qualified for the position.

Applications for the position will close October 16, 2020.