

SCHA Secretary-Treasurer

The Saskatchewan Cutting Horse Association (SCHA) is looking for an individual for the volunteer position of Secretary-Treasurer, to begin following the SCHA Annual General Meeting, January 18, 2025.

Duties of the Secretary Treasurer include the following:

- Keeping the minutes of all meetings,
- Keeping the financial records of the Association,
- Maintaining the office of the SCHA as per the Corporations Act,
- Maintaining the membership list and issue membership cards,
- Prepare the Association Books for financial audit,
- Perform other duties as assigned by the Board of Directors,
- Work with the Directors, Bulletin Editor, Webmaster and Show Secretary to enable communication and meet various deadlines for applications and publicity for the benefit of the SCHA Membership,
- Assist with writing and contributing content for the SCHA Bulletin,
- Utilize email, SCHA Facebook page, the SCHA Website as a means of informing members on certain Association aspects,

Requirements:

- Have a working knowledge of a number of computer programs including Word, Excel and become familiar with the Faster Horses program (program used by the Show Secretary for the Cutting Horse Shows),
- Experience working with "Not-For-Profit" Organizations and volunteers would be an asset as well as a thorough understanding of the SCHA, CCHA and NCHA and how these organizations work together,
- Must be a member of the SCHA and NCHA,
- Use multiple modes of communication including telephone and text messaging, email, Facebook, Zoom, fax and various computer programs including Word and Excel programs as necessary,
- Good communication skills and ability to work with volunteers is an asset as this individual receives many questions and requests for assistance,

Term:

- This individual is appointed by the SCHA Board of Directors at the Board meeting immediately following the SCHA Annual General Meeting,
- This is a one-year term with the option for re-election by the Board of Directors following the Annual General Meeting,

Other:

- Records and reports remain the property of the SCHA.
- The position involves the time commitment of approximately quarter time throughout the year
- Typically, there is one Annual General Meeting a year and approximately 8 Board of Directors meetings.
- The SCHA would consider the same person for both the Show Secretary and the Secretary-Treasurer for the right candidate.

Application Deadline: November 16, 2024
Any Application not necessarily accepted

Send application to: Elaine Good, SCHA Secretary-Treasurer
Email: elaine.scha01@gmail.com
Box 278 Fillmore, Sask. S0G 1N0
Cell: 306-722-7643; Phone/Fax: 306-722-3673

SCHA Show Secretary Tender

The Saskatchewan Cutting Horse Association (SCHA) is accepting offers for the position of Show Secretary.

Duties include:

- To work with the respective show directors to complete and forward the show applications to the National Cutting Horse Association (NCHA) and Canadian Cutting Horse Association (CCHA) in the required formats and time frame,
- To accept show entries and fees, to prepare the necessary paperwork for the shows including, but not restricted to, show reports, making bank deposits, paying prize money and handling other income and expenses related to the shows following the rules of the NCHA, CCHA and SCHA,
- To be available show weekends to publicly post necessary paperwork and to ensure show runs efficiently,
- To collect, compile and correlate all information pertaining to the event winners of the various contests at shows held throughout the year,
- To maintain accurate records of these results for the purpose of tracking earnings and calculating a point system to determine the current standings of the event winners,
- To prepare reports of the current standings periodically, of both the contestants and their horses,
- To tabulate the year end standings for the presentation of the Annual Awards,
- To be responsible for forwarding the results and standings to date after each show for the publication in the News Bulletin and SCHA website and Facebook page, as well as to the CCHA and NCHA office in their required formats.
- To be responsible to haul the show office equipment and supplies as well as the SCHA banners, time clock and related equipment to each show. The show directors arrange for set up and take down,
- To work with the Show Directors, Bulletin Editor, Webmaster and Association Secretary to enable communication and meet various deadlines for applications and publicity,
- To prepare and give a report for each Board meeting. Should the Show Secretary not be a member of the Board of Directors, then he/she shall automatically become an ex-officio member of the Board,
- To work with the Association Secretary Treasurer to prepare the Association Books for financial audit,
- To perform other duties assigned to him/her from time to time by Directors,

Requirements:

- The successful candidate must obtain their NCHA Show Secretary certification; training and support as per the NCHA requirements will be provided by existing Certified Show Secretaries within Saskatchewan.
- Must be a member of the SCHA and NCHA,
- Use multiple modes of communication including telephone and text messaging, email, Facebook, fax and various computer programs including "Faster Horses", Word and Excel programs as necessary,
- Access to Canada Post and/or Purolator is required for timely shipping of NCHA reports,
- Knowledge of the NCHA, CCHA and SCHA rules is essential,
- Good communication skills are an asset as this individual receives many questions and requests for assistance,
- Must have a valid Saskatchewan Driver's License and provide your own transportation to shows and meetings,

Contract Term:

- The term of the contract shall be 2 years, at which time it will be reviewed to ensure it is still current, with an option to extend the contract for a 3rd year.

Other:

- The SCHA provides a laptop computer and printer and related office supplies. Records and reports remain the property of the SCHA.
- The position involves the time commitment of approximately half time during the show season, with periods of intense activity the week prior to a show and the week following.
- Typically, there are about 6 weekend shows, about 1 weekend per month April through August; the 2024 show season had over 700 cuts.
- In 2024, the compensation rate was \$10 per cut and 48¢ per kilometer plus hotel accommodation for shows.
- The SCHA would consider the same person for both the Show Secretary and the Secretary-Treasurer for the right candidate.

Tender Closes: November 16, 2024
Lowest or any tender not necessarily accepted

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