

Merced Horsemen's Association Event Chairperson Responsibilities

When an event is sanctioned by the MHA Board as an event that will generate income for the club the Chairperson is responsible for the following:

1. The Chairperson will have, to the best of their ability, a completed budget of the expenses they expect their events to cost to present to the Board. This list includes but is not limited to: ribbons, prizes, yearend awards, judge's fees, and misc. expenses that the Chairperson expects to encounter. Additionally the Chairperson will provide projected income their event is expected to make.
2. **AS THE CHAIRPERSON IF YOU OVER SPEND YOUR BUDGET ON AWARDS OR OTHER ITEMS, BE AWARE THAT YOU MAY NOT BE INTITLED TO RECEIVE COMPENSATION FOR YOUR ADDITIONAL EXPENSES. THESE MUST BE APPROVED BY THE BOARD BEFORE COMPENSATION WILL BE CONSIDERED.**
3. Before any awards are purchased it is suggested that the Chairperson confirm the amount available with the Treasurer.
4. Prize money that is awarded or prizes that are awarded are part of your expenses for the show and will affect your bottom line which will affect your yearend totals.
5. If your event has a negative balance after expenses are paid out, be aware that the board may cancel further events that are scheduled or suggest budget changes.
6. **Shows or events that do not operate with a profit are a financial drain on the club and cannot and will not be supported by the General Fund.**
7. Until such time that MHA has a working Caretaker, the Chairperson is responsible for working, watering and preparing the arena/arenas for the event or arranging for the grounds to be in the correct condition

needed for their event.

8. Until such time that MHA has a working Caretaker, the Chairperson is responsible for making sure that the bathrooms and, if being used, the club house, are clean and ready for the event.
9. Until such time that MHA has a working Caretaker, the Chairperson is responsible for cleanup of the facility after their event which include but are not limited to: bathrooms, club house, parking lot, garbage cans are consolidated into the black garbage can and if needed 1 or more cans and placed by the club house, area around the front lawn, arena, warm up arena and bleachers is clean and garbage removed to the proper place. Recycling is placed into separate container for recycling. Announcer booth is clean and all equipment is properly stored. (EVENT CLEAN UP MAY BE DONE UP TO 3 DAYS AFTER AN EVENT, UNLESS AN EVENT IS SCHEDULED FOR THE FOLLOWING DAY OR OTHERWISE APPROVED BY THE BOARD.)
10. Until such time that MHA has a working Caretaker, after the event the Chairperson will contact the designated person for garbage clean up to the dump or they may take care of it themselves.
11. After the event a complete deposit slip is made out and given to the treasurer.
12. The Chairperson is responsible for maintaining all records including but not limited to: registration and signed release forms for competitors both open and MHA, points for yearend awards and high points (if a part of the event), outside association reports (if needed), and any other aspect of record keeping for the event that is needed.
13. The Chairperson will give a full report to the Board after the event at the following board meeting. If you are not able to attend the board meeting you are required to email your report to the President to share the information with the Board, including but not limited to: attendance, complements, complaints, incidents and the financial report on the report.
14. The Chairperson is responsible for creating, maintaining, and budgeting for their own yearend awards program and may run it as they see fit. Chairperson must have in place all the information and a yearend awards contract for each participant to sign. Yearend awards program is subject to approval from the Board.