



NOMINATION FORM FOR 2020 MANAGEMENT COMMITTEE National Barrel Horse Association of Australia Inc.

The objectives of the association are —

- (1) To support and encourage the sport of Barrel Riding here in Australia
- (2) To promote good horsemanship and sportsmen like attributes
- (3) To encourage families to have fun and learn in a safe environment with their horses and each other

Only current NBHA Australia financial members (QLD D1, D3, D5, D7, D8, D9, D10, NSW D1, VIC D1), on the date that nominations are called, are entitled to be nominated.

Nomination for: _____
NBHA Member #: _____
District: _____

as

- | | |
|------------------------------------|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Vice President |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Publicity Officer |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Sponsorship Coordinator |

When elected, together they become NBHA Australia Management Committee. Referenced as Regional/National/Executive Directors in District Directors Handbook and IBHF Affiliation Agreement

Person nominated **MUST** be aware of requirements of the position (see attached) and accept this nomination

Nomination accepted:

Member Signature: _____

Must be proposed by **two** NBHA Australia financial members.

Nominated by: *These details MUST be supplied*

Name: _____
NBHA Member #: _____
District: _____
Member Signature: _____

Nominated by: *These details MUST be supplied*

Name: _____
NBHA Member #: _____
District: _____
Member Signature: _____

**Please return form to Secretary, Renee Myers by hand, or email enquiries@nbha.com.au
No later than **29th November, 2019****



Responsibilities of Management Committee (see 18. to 29. of [Constitution](#))

The role and responsibility of the committee is to:

- Comply with all legislation, especially:
 - Association Incorporation legislation
 - Member protection, welfare and safety
 - Fund-raising legislation
 - Food handling legislation
 - Liquor licensing laws
- Ensure the club is run according to its rules (constitution), Official NBHA Rulebook, By-laws, District Directors Handbook, purpose, policies and procedures
- Coordinate the planning of activities in a manner which ensures the aims and objectives of the club are fulfilled
- Carry out the recommendations of members as expressed at the annual general meeting
- Provide members with detailed information regarding the running of the club
- Monitor the performance of the club officials (according to their job descriptions) to see they are carrying out their functions. Also it monitors the performance of any sub-committees or affiliates.
- Ensure that all committee members are well-versed in past activities and the reasons for previous decisions, making sure any deviations from these are fully considered.
- Planning and budgeting for the future
- Ensure that all members of the committee are role models in the area of leadership.

A committee should operate as a team, draw on the skills and talents of each member, and work toward common goals that ensure the club/groups success.

President

The President is the principal leader and has overall responsibility for the organisation's administration.

Responsibilities and Duties

- Manage committee and executive meetings
- Manage annual general meeting
- Represent group at local, regional, state, national and international levels
- Act as facilitator for club activities
- Liaise with and provide training/tools for new District Directors
- Track, monitor and provide monthly report of District Show results and pass on to Publicity Officer for publishing
- Ensure planning and budgeting for future is carried out in accordance with members
- Liaise with other NBHA, IBHF and WBHA Officials as required (e.g. to seek out and make available to our members international opportunities)
- Liaises with, and answers to, NBHA Executives (USA).

Knowledge and Skills Required

- Informed of organisation activities
- Aware of future directions and plans of members
- Has good working knowledge of constitution, rules and duties of all office holders and sub-committee
- Supportive leader for all organisation members.

Vice President

The Vice President deputise for the President of the club and assist in fulfilling club administrative functions.

Responsibilities and Duties

- In the event of the President being unable to fulfil duties to step into that role.
- Act as deputy chairperson for all club meetings.

Knowledge and Skills Required

- Informed of organisation activities
- Aware of future directions and plans of members
- Has good working knowledge of constitution, rules and duties of all office holders and sub-committee
- Alternative contact for organisation members.

Secretary (see 15. to 17. of [Constitution](#))

The Secretary is the chief administration officer of the organisation. This person provides the coordinating link between members, the management committee and outside agencies.

Responsibilities and Duties

- Contact person for National Barrel Horse Association of Australia Inc.
- Record and deal with all correspondence.
- Arrange meetings (Committee, Special & AGM), prepare agendas and record minutes.
- Maintain membership list and provide updates to District Directors.
- Receive and respond to sanction forms/calendar updates and send to Publicity officer for inclusion on website.
- Prepare and receive requests for transfers and send to District Directors.
- Maintain a list of upcoming competitions & events.
- Forward information of events to Publicity Officer and distribute District Directors.
- Co-ordinate with District Directors to accept entries for National and State events/activities.
- Ensure entries for National and State events meet closing dates.
- Maintain sufficient copies of all required forms.
- Ensure all members have access to other relevant reading material.
- Prepare annual report for AGM.

Knowledge and Skills Required

- Communicate effectively
- Think clearly and positively
- Maintain confidentiality on relevant matters



Treasurer

The Treasurer is the chief financial management officer for the organisation.

Responsibilities and Duties

- Provide a detailed monthly report to the Committee.
- Keep accurate records of all money received and expended.
- Provide receipts for all moneys received.
- Reimburse members for approved out of pocket expenses.
- Undertake regular banking and liaise with bank for all accounts.
- Ensure all bills are paid in a timely manner.
- Arrange an annual audit of the Club's finances.
- Prepare annual report for AGM and present audit.
- Submit annual audit to Office of Fair Trading.
- Advise Office of Fair Trading of amendments to the Constitution and Committee.

Knowledge and Skills Required

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information needing to be kept for the annual audit.

Sponsorship Coordinator

The Sponsorship Coordinator is responsible for approaching and maintaining relations with sponsors for National Barrel Horse Association of Australia Inc. including major events (State and National Shows).

Responsibilities and Duties

- Establish working relations with existing sponsors
- Seek out and contact sponsors under guidance (including organising International Team Shirts)
- Draft and maintain official documents including the Sponsorship Package, Sponsorship Letters
- Work with the Treasurer to maintain Sponsorship Register
- Work with the Publicity Officer to feature sponsors on social media and website
- Work with Publicity Officer to coordinate National Barrel Horse Association of Australia Inc merchandise.
- Seek out and manage the application for grants that may be available for club and members.

Knowledge and Skills Required

- Communicate effectively
- Able to keep good records

Publicity and Promotions Coordinator

The Publicity Officer is responsible for developing, improving and maintaining the public presence of National Barrel Horse Association of Australia Inc.

Responsibilities and Duties

- Prepare and distribute a Newsletter within one week of National Barrel Horse Association of Australia Inc Committee meetings.
- Maintain the website, Facebook Page and any other social media.
- Organise event flyers for State and National Shows.
- Advise media outlets of events and/or achievements.
- Ensure all members are kept up to date with all activities through the Newsletter, email, website and social media.
- Work with Sponsorship Coordinator to coordinate National Barrel Horse Association of Australia Inc merchandise.

Knowledge and Skills Required

- Communicate effectively
- Well versed in utilising social media.
- Able to update websites.