

EXPRESSION OF INTEREST FORM FOR APPOINTMENT OF AN EVENT SECRETARY

[1]

NOMINATIONS ARE INVITED FOR THE OFFICE OF ZONE EVENT SECRETARY – as per the Resolution from the July 13, 2012 Zone Committee Meeting – Ref. Page 2, No. 4 (f).

NAME	ADDRESS	POST CODE
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Tel. No. _____

NOMINATED BY: _____ **PONY CLUB**

SIGNED BY: _____ **Sec/Pres/D.C. of the Club.**

Please ensure the Nominee has been asked – and he/she is willing to accept Nomination for this Office.

EXPERIENCE IN SECRETARIAL WORK: _____

SOME OF THE "JOB" RESPONSIBILITIES FOR THIS OFFICE:

The Appointee would be responsible for:

- * The Organisation of all the Zone Qualifying Events held annually, namely:
- * The Games & Flat Teams Qualifying Day
- * The three (3) Zone Qualifying Dressage & Showjumping Competitions.
- * Attendance (all day) at these Competitions.

"Organisations" means...

- + Preparation and distribution of all information relevant to the abovementioned Competitions - and one copy of same to all Members of the Zone Executive and the Zone Representative.
- + Receipt of Entries & Entry Fees and checking to ensure all are correct. Cheques to be forwarded to the Zone Treasurer as soon as convenient after Entries have closed.
- + Doing the Draw for the particular Competition and distributing this information to Clubs with Entries involved.
- + Preparation of all "paperwork" for the day of the Competition, such as appropriate Score Sheets/Judges' Sheets etc, etc for the day, and taking these to the venue on the day of the Competition.
- + Through the Zone Chief Instructor, arrange Judge/s appropriate for the Competition Day.
- + As early as possible, and where appropriate write to the selected Judges and provide them with a copy of the Programme/Draw – and if appropriate provide a copy of the Dressage Test/s they have been asked to judge.
- + Provide Northern Zone Claim Form for Judges to claim Travel Expenses & collect same at end of the day.
- + If a Scorer/s needed for the Competition, arrange same well in advance of the Competition Day.
- + At the end of the day collect all Score Sheets and pass on to the appropriate Zone Official.
- + On the day of the Competition be available at all times to assist wherever and whenever needed.

AFTER THE DAY OF THE COMPETITION:

- + As soon as possible after the Competition, liaise with the Zone Treasurer for a cheque/s to reimburse travel costs to Judges.
- + Also write a Thank You letter to all Judges (enclose cheque then) – and a letter of thanks to any other personnel who were asked to undertake a specific task at a Zone Competition Day.
 - * Present to the Zone Treasurer, an Itemised Account of expenses incurred with the above tasks, so the Event Secretary can be correctly reimbursed for incurred costs.
- + Attend to any other matter/s relevant to the Competition Day.

The above information has been provided to give any Nominee some idea of what is involved with the Office of Event Secretary. Appointment of Zone Event Secretary will take place on Friday, Sept, 7, 2012.

Mail completed Form to reach the Zone Secretary – Frances Corry, "Bush View", 454 Myers Lane, Barmah Vic 3639

NOT LATER THAN MONDAY, AUGUST 20, 2012. Thank you!

Frances Corry, Hon. Secretary, NZPC p.t.o.