

Committee descriptions

To Carol Becker <cbecker43@comcast.net>

Hi Carol – you had asked about some committee information at the last meeting for some of the standing committees. This is what I came up with. I'm sure it could be more complete or less wordy, depends on who you ask.

STANDING COMMITTEES

COLOR GUARD/PARADE - Get approval for entry fees. Fill out parade/show entries. Organize participants, be sure to have flag carriers. Be the contact for the Parade Event Committee for scheduling, awards, information. Pay the entry fees (submit a bill to the treasurer for reimbursement). Submit an activity report with any expenses/income to the treasurer by the next monthly meeting.

NEWSLETTER - Draft and edit a monthly publication for club members to include any entry information, volunteer information, club activities, etc. Contact event chairs to get updated entry forms at least one month prior to event. Email and mail to the entire membership. Submit an activity report with any expenses/income to the treasurer by the next monthly meeting.

POKER RIDES - Arrange a property/trail for the ride. Be sure any use fees and insurance needs are taken care of. Set dates and times and entry fees for the ride. If use fees for property be sure your entry fees cover those and a jackpot for the poker hand. Have cards available for the poker hands. Cards can be obtained along the trail at various stops or at the beginning and/or end of the ride. Submit an activity report with any expenses/income to the treasurer by the next monthly meeting.

CLUBHOUSE SUPPLIES - Maintain cleaning and bathroom supplies for the clubhouse. Have all purchases pre-approved or budgeted. Submit all receipts to the treasurer. Kitchen supplies should be taken care of by the concession committee.

PUBLICITY - Write sports columns for the local newspapers, communicate with the Chamber of Commerce newsletter, help with posters and flyers for events, etc. Everything going to publish must be preapproved by the BOD. Submit an activity report with any expenses/income to the treasurer by the next monthly meeting.

DRILL TEAM - Get any entry fees approved. Select a team of riders. Organize practices, make pattern, and music. If entering events fill out entry forms and pay entry fees. Arrange team meet ups at events. Represent the club with good sportsmanship. Submit an activity report with any expenses/income to the treasurer by the next monthly meeting.

CONCESSIONS - Set menus for events days. Order food and supplies. Gather volunteers for kitchen duty. Do all necessary prep and cleaning prior to event, cook and serve for event and clean up following event. Submit an activity report with any expenses/income to the treasurer by the next monthly meeting.

CATTLE COMMITTEE - Get a budget for purchasing/leasing cattle and feed. Having a membership buy-in is a good way to cover expenses. Club members pay a flat rate (retainer fee) for the season to help with cattle and feed purchases. Events are paid separately from this retainer fee. Maintain good fencing. Schedule feeding and caretakers for the cattle (club volunteers). Set up cattle practice days, collect use fees. Set up Cattle Playday events - sorting, daubing, roping, stopping, etc. Collect fees, arrange awards, etc. Submit an activity report with any expenses/income to the treasurer by the next monthly meeting.

SWEATSHIRTS/APPAREL - Contact suppliers and get pricing and get a budget approved. Be sure to use a pre-approved SRI Logo (s). Take orders from members and others. Submit orders, collect payments, pay suppliers, etc. Submit an activity report with any expenses/income to the treasurer by the next monthly meeting.

END OF YEAR AWARDS - Currently inactive

STANDING COMMITTEES

Committee Rule: The Committee Chairperson or their appointee shall report to the Board of Directors at each board meeting when the Committee has been active.

NOMINATING COMMITTEE: The duties of the nominating committee shall be to nominate candidates for the Offices and the Board of Directors. Candidates may be nominated either by the nominating committee or from the floor.

RULES COMMITTEE: The rules committee consists of a minimum of five (5) members to review the rules and present any changes to the Board of Directors at the Annual Board Meeting. Additional changes may be made at any time during the year.

PROTEST COMMITTEE: The Protest Committee Chairperson shall always be the SRI President and a minimum of four (4) additional members for a total of five (5). The duty of this committee is to respond to member protests utilizing SRI rules and procedures. In the event that the Protest Committee is not filled, the Board of Directors shall act as the Committee.

WELCOMING COMMITTEE: A committee consisting of four (4) members appointed by the President. The duty of this committee is to welcome people applying for membership in the Corporation.

HORSE SHOW COMMITTEE: The horse show committee consists of a minimum of five (5) members. The duties of this committee shall be to plan and put on, with the approval of Board of Directors, all horse shows during the year.

PLAYDAY/GYMKHANA COMMITTEE: The playday/gymkhana committee consists of a minimum of five (5) members. The duties of this committee shall be to plan and put on, with the approval of the Board of Directors, all playday or gymkhana activities during the year.

LOWELL FELKINS MEMORIAL TRAIL RIDE COMMITTEE: The trail ride committee consists of a minimum of five (5) members. The duties of this committee shall be to plan and put on, with the approval of the Board of Directors, the trail ride during the year.

RODEO COMMITTEE: The rodeo committee consists of a minimum of five (5) members. The duties of this committee shall be to plan and put on, with the approval of the Board of Directors, the annual rodeo.

SCHOLARSHIP COMMITTEE: The scholarship committee consists of a minimum of five (5) members. The duties of this committee shall be to review applications and interview qualified candidates and select a scholarship winner based on board approved criteria.

RODEO COMMITTEE: The rodeo committee consists of a minimum of five (5) members. The duties of this committee shall be to plan and put on, with the approval of the Board of Directors, the annual rodeo.

SCHOLARSHIP COMMITTEE: The scholarship committee consists of a minimum of five (5) members. The duties of this committee shall be to review applications and interview qualified candidates and select a scholarship winner based on board approved criteria.

QUEEN/WRANGLER COMMITTEE: This committee consists of a minimum of three (3) members. The duties of this committee shall be to organize the queen/wrangler contest for the rodeo.

OTHER STANDING COMMITTEES

COLOR GUARD/PARADE	NEWSLETTER	POKER RIDES SWEATSHIRTS
CLUBHOUSE SUPPLIES	PUBLICITY	DRILL TEAM
CONCESSIONS	CATTLE COMMITTEE	END OF YEAR AWARDS

These are generally one-person responsibilities

STANDING COMMITTEES

The following are committees we have had prior to 2024:

- 1. Nominating Committee**
- 2. Rules Committee**
- 3. Protest Committee**
- 4. Welcoming Committee**
- 5. Horse Show Committee**
- 6. Playday/Gymkhana Committee**
- 7. Lowell Felking Memorial Trail Ride Committee**
- 8. Rodeo Committee**
- 9. Scholarship Committee**
- 10. Queen/Wrangler Committee**

The duties for the above can be found in our 2023 Shoreline Rules, pages 9-10, adopted 10/12/23.

From our printed material these are OTHER Standing Committees mentioned:

- 1. Color Guard/Parade**
- 2. Newsletter**
- 3. Poker Rides**
- 4. Sweatshirts**
- 5. Clubhouse Supplies**
- 6. Publicity**
- 7. Drill Team**
- 8. Concessions**
- 9. Cattle Committee**
- 10. End of Year Awards**

These are usually a one person responsibility. No duties were listed.