

## ***CANADIAN ROCKIES GAY RODEO ASSOCIATION - Job Description***

Position:	<b>President</b>
Responsibility and Authority	As an officer of the association the President acts in a position of trust for the community and is responsible for the effective running of the organization.
Requirements	<ol style="list-style-type: none"><li>1. Commitment to the work of the organization</li><li>2. Willingness to serve on committees</li><li>3. Chair and attend Board meetings, meetings of assigned committees, the Annual General Meeting and membership meetings</li><li>4. Attendance at and support of special events (i.e. rodeo)</li><li>5. Support of, and participation in, fundraising events</li><li>6. Provide leadership to the Board of Directors</li><li>7. Ensures Board adheres to the bylaws</li><li>8. Prepares the board agenda with input from Board members</li><li>9. Encourages Board Members to participate in meetings and activities</li><li>10. Keeps the Board's discussion on topic by summarizing issues</li><li>11. Keeps the Board's activities focused</li><li>12. Makes sure that committee chairpersons are appointed and explains job descriptions to them.</li><li>13. Provides orientation to the organization, bylaws, procedures and policies to the board after the Annual General Meeting.</li><li>14. Serves as ex-officio member of committees and attends their meetings when needed.</li><li>15. Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.</li><li>16. Plays a leading role in fundraising activities</li><li>17. Promotes the organization's purpose in the community and to the media</li><li>18. Acts as the official spokesperson for the association</li><li>19. Prepares a report for the annual general meeting</li><li>20. Provides orientation to the new chairperson if requested</li></ol>
Term	2 years
Qualifications	Leadership and teamwork skills, public relations skills, organizational and project work skills
Benefits	Opportunity to assist in the organization of a gay rodeo and to support gay country and western events. Education regarding rodeo and western related events. Recreational and social opportunity.

### **Time and Financial Requirements**

Costs to attend meetings and other association rodeos (these are not reimbursed). Cost to attend C.R.G.R.A. rodeo (direct costs only). Minimum one meeting per month, for the two months prior to the rodeo meetings are held weekly. Additional meetings, public relations and fundraising events as required.

I accept the job description as presented.

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Date

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Signature

## ***CANADIAN ROCKIES GAY RODEO ASSOCIATION - Job Description***

Position:	<b>Vice President</b>
Responsibility and Authority	As an officer of the association the Vice President acts in a position of trust for the community and is responsible for the effective running of the organization.
Requirements	<ol style="list-style-type: none"><li>1. Commitment to the work of the organization</li><li>2. Knowledge and skill in one or more of the following areas: policy, finance, programs, personnel or public relations</li><li>3. Willingness to serve on committees</li><li>4. Attend Board meetings, meetings of assigned committees, the Annual General Meeting and membership meetings</li><li>5. Attendance at and support of special events (i.e. rodeo)</li><li>6. Support of, and participation in, fundraising events</li><li>7. Learns the duties of the President and keeps informed on issues</li><li>8. Serves as Board liaison and chair of the Fund-raising and Social Committee.</li><li>9. Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.</li><li>10. Prepares a report for the annual general meeting</li><li>11. In the absence or unwillingness of the President to act (such as conflict of interest), the Vice President shall assume the duties and responsibilities of the President.</li></ol>
Term	2 years
Qualifications	Leadership and teamwork skills, public relations skills, organizational and project work skills
Benefits	Opportunity to assist in the organization of a gay rodeo and to support gay country and western events. Education regarding rodeo and western related events. Recreational and social opportunity.

### **Time and Financial Requirements**

Costs to attend meetings and other association rodeos (these are not reimbursed). Cost to attend C.R.G.R.A. rodeo (direct costs only). Minimum one meeting per month, for the two months prior to the rodeo meetings are held weekly. Additional meetings, public relations and fundraising events as required.

I accept the job description as presented.

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Date

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Signature

## ***CANADIAN ROCKIES GAY RODEO ASSOCIATION - Job Description***

Position:	<b>Treasurer</b>
Responsibility and Authority	As an officer of the association the Treasurer acts in a position of trust for the community and is responsible for the financial accounting of the organization.
Requirements	<ol style="list-style-type: none"><li>1. Commitment to the work of the organization</li><li>2. Knowledge and skill in business accounting</li><li>3. Willingness to serve on committees</li><li>4. Attend Board meetings, meetings of assigned committees, the Annual General Meeting and membership meetings</li><li>5. Attendance at and support of special events (i.e. rodeo)</li><li>6. Support of, and participation in, fundraising events</li><li>7. Keep informed on association issues</li><li>8. Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.</li><li>9. Gives regular reports to the Board on the financial state of the organization.</li><li>10. Provides financial reports to the Secretary to keep on file</li><li>11. Keeps full detailed accurate accounts of receipts and disbursements</li><li>12. Ensures all necessary federal, provincial or local reports are filed as required</li><li>13. Provides information to auditor(s)</li><li>14. Provides access to books as required by federal or provincial laws or association bylaws.</li><li>15. Shall receive all moneys paid to the society and shall be responsible for the deposit of same in whatever financial institution designated by the Board.</li><li>16. Bondable</li></ol>
Term	2 years
Qualifications	Organizational skills, financial background
Benefits	Opportunity to assist in the organization of a gay rodeo and to support gay country and western events. Education regarding rodeo and western related events. Recreational and social opportunity.

### **Time and Financial Requirements**

Time commitment is high due to banking requirements, preparation of financial statements and assisting with audit. Costs to attend meetings and other association rodeos (these are not reimbursed). Cost to attend C.R.G.R.A. rodeo (direct costs only). Minimum one meeting per month, for the two months prior to the rodeo meetings are held weekly. Additional meetings, public relations and fundraising events as required.

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Signature

## ***CANADIAN ROCKIES GAY RODEO ASSOCIATION - Job Description***

Position:	<b>Secretary</b>
Responsibility and Authority	As an officer of the association the Secretary acts in a position of trust for the community and is responsible for the correspondence and the record of the business of the organization.
Requirements	<ol style="list-style-type: none"><li>1. Commitment to the work of the organization</li><li>2. Knowledge and skill in recording meeting minutes</li><li>3. Willingness to serve on committees</li><li>4. Attend and record minutes of Board meetings, meetings of assigned committees, the Annual General Meeting and membership meetings</li><li>5. Attendance at and support of special events (i.e. rodeo)</li><li>6. Support of, and participation in, fundraising events</li><li>7. Keep informed on association issues</li><li>8. Keep accurate minutes of meetings unless alternate arrangements have been agreed to.</li><li>9. Shall have charge of the Seal of the Society</li><li>10. Shall maintain a record of all members of the society and their address, send all notices of the various meetings as required and shall collect and receive the annual dues or assessments levied by the society, such moneys to be promptly turned over to the Treasurer for deposit.</li><li>11. Shall be responsible for all regulations and requirements as set out in the Standing Rules and Bylaws of the International Gay Rodeo Association (IGRA). Including CRGRA membership list as required to IGRA Secretary.</li><li>12. Ensures all necessary federal, provincial or local reports are filed as required</li><li>13. Provides information to auditor(s)</li><li>14. Provides access to secretarial books as required by federal or provincial laws or association bylaws.</li><li>15. Keeps list of officers, Board Members, committees and the general membership.</li><li>16. Keeps record of board attendance</li><li>17. Records corrections to minutes</li><li>18. Conducts general Board correspondence</li><li>19. Distributes copies of previous minutes at meetings</li><li>20. Obtains letters/packages from post office box</li><li>21. Stock Contractor Contract</li><li>22. Ability to work with Dropbox.com for CRGRA contracts and spread sheets</li></ol>
Term	2 years
Qualifications	Organizational skills, ability to accurately record minutes, letter writing skills
Benefits	Opportunity to assist in the organization of a gay rodeo and to support gay country and western events. Education regarding rodeo and western related events. Recreational and social opportunity.
Time and Financial Requirements	Time commitment is high due to meetings, correspondence and membership listing maintenance requirements. Costs to attend meetings and other association rodeos (these are not reimbursed). Cost to attend C.R.G.R.A. rodeo (direct costs only). Minimum one meeting per month, for the two months prior to the rodeo meetings are held weekly. Additional meetings, public relations and fundraising events as required.

I accept the job description as presented.

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Date

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Signature

## ***CANADIAN ROCKIES GAY RODEO ASSOCIATION - Job Description***

<b>Position:</b>	<b>Rodeo Director</b>
<b>Responsibility</b>	The Rodeo Director is accountable to the Board of Directors for the successful operation of the rodeo event. Accountability includes ensuring adequate and capable personnel are assigned to specific areas required for the rodeo. The Rodeo Director shall oversee all rodeo sub-committee's and their chairperson's for effectiveness and accountability.
<b>Authority</b>	The Rodeo Director shall present a budget to the Board of Directors for approval. Upon approval of the budget the Rodeo Director shall have the authority to negotiate but not sign arrangements, contractual or otherwise within the guidelines of the approved budget. Contractual arrangements must be forwarded to the Board of Directors for approval. The Rodeo Director recommends the appoint of any individual to the rodeo committee. The appointment recommendation has to be sent to the Board of Directors for ratification at the next scheduled meeting of the Board of directors. The Rodeo Director requires the approval of the Board of Directors to remove any individual from a committee position for any reason he/she deems reasonable. External communications i.e. pamphlets, posters, etc. representing C.R.G.R.A. require authorization from two members of the Board of Directors before being distributed.
<b>Requirements</b>	<ol style="list-style-type: none"><li>1. Commitment to the work of the organization and the rodeo event</li><li>2. Reviews and adheres to rodeo requirements contained in the IGRA Standing Rules and Bylaws and the rodeo checklist provided by IGRA.</li><li>3. Oversees and is accountable for the following sub-committee's:<ul style="list-style-type: none"><li>- Rodeo Grounds</li><li>- Rodeo Advertising/Sponsorship</li><li>- Rodeo Graphic Arts</li><li>- Rodeo Public Relations</li><li>- Entertainment</li><li>- Rodeo Secretarial</li><li>- Rodeo Treasurer</li><li>- Rodeo Volunteers</li><li>- Security</li><li>- Grand Entry</li><li>- Rodeo Transportation</li><li>- Rodeo Ticket / Gate Administration</li><li>- Rodeo Facilities</li><li>- Stock Contractor</li></ul></li><li>4. Appoints and oversees Assistant Rodeo Directors and their responsibilities</li></ol>
<b>Term</b>	2 years
<b>Qualifications</b>	Organizational skills, supervision skills
<b>Benefits</b>	Opportunity to assist in the organization of a gay rodeo and to support gay country and western events. Education regarding rodeo and western related events. Recreational and social opportunity.

### **Time and Financial Requirements**

Time commitment is high due to number of committee meetings and phone calls. Costs to attend meetings and other association rodeos (these are not reimbursed). Cost to attend C.R.G.R.A. rodeo (direct costs only). Minimum one meeting per month, for the two months prior to the rodeo meetings are held weekly.

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Signature

## **SUB-COMMITTEES, DUTIES AND RESPONSIBILITIES**

### **Rodeo Grounds Coordinator**

- rodeo grounds
- arena equipment (checking in advance to make sure all work)
- setup-arena/rodeo equipment/hay/assist sponsorship director with banner installation
- arena and equipment tear down
- inventory control rodeo equipment
- site prep and check
- vests for grounds officials
- timing equipment-assisting Arena Director

### **Public Relations / Communications Coordinator**

- send information to local, national and international media to advertise rodeo
- direct and maintain media relations on behalf of CRGRA and CRRN
- write and send rodeo information and advertisements to IGRA PR person
- respond to questions and enquiries regarding CRGRA and CRRN
- write and send announcements to Social Media Coordinator for FB, Instagram, Twitter etc.
- Media guidelines and requirements for journalists during rodeo
- press releases
- contestant package material and assembly, maps, etc.
- VIP tent
- advise Tourist and Convention Bureau of dates of rodeo and information

### **Graphics Arts Coordinator**

- all graphics and print media
- posters
- program
- produce graphic for T-Shirts and pins
- produce graphics for banners

### **Entertainment Coordinator**

- Friday night entertainment /dance
- Saturday entertainment / dance
- Sunday Awards Ceremony (IGRA Secretary - MC)
- Arrange entertainment and master of ceremony for all three nights
- back drops if necessary
- stage
- lighting and sound

### **Ticket/Gate Administration Coordinator**

- administer ticket sales online
- administer ticket sales VISA / Mastercard sales
- spreadsheet of rodeo online purchases
- liaise with treasurer on sales
- count gate entry and dinner / dance totals

### Grand Entry Coordinator

- coordinate the Grand Entry for Saturday and Sunday
- organize mounted horse flag bearers
- organize foot parade-royalty, associations, organizations, groups, CRGRA committee, BOD
- organize presentation of Grand Marshal buckle during Grand Entry
- arrange for someone to give Cowboy Prayer
- organize rider less horse / song/ walker/ horse
- organize singer for national anthems Saturday and Sunday
- follow IGRA Standing Rules and protocol for grand entry.
- book and organize vehicles required for Grand Entry
- acquire flags and poles required for grand entry
- attend Friday night registration and signup participants for Grand Entry
- liability waivers for grand entry participants
- committee profile forms

### Sponsorship Coordinator

- sponsorship sales of buckles, banners advertising in program
- provide copies of all signed agreements within 7 days of signing to secretary
- provide notice of any added prize to Treasurer and Secretary.
- liaise with Graphic Arts and Public Relations for sales
- arrange for banners to be made and are responsible for care and maintenance of banners
- provide sales reports upon request to the Rodeo Director, President, Treasurer and Secretary
- confirm correct placement of banners, signs, etc for rodeo arena and dances/parties
- confirm fulfillment of sponsorship contracts ie buckle presentations, banners, program ads etc.
- oversee buckle sponsorship coordinator
- ensures buckle sponsor thank you cards are collected at awards ceremony and mail
- ability to work with Dropbox.com for CRGRA contracts and spread sheets

### Retail Coordinator

- advertise for vendors
- sale of space to vendors
- create vendor contract/space/retail agreements
- provide copies of contract to treasurer within 7 days of signing
- design layout for vendors in vendor area
- setup CRGRA retail table and merchandise
- create merchandise inventory sheets for CRGRA

### Rodeo Secretarial Coordinator

- obtain and train volunteers for competitor registration
- assist IGRA Secretary
- provide IGRA Rodeo Secretarial checklist and supplies
- rodeo passes (VIP, Officials, Contestants, Security, Arena Officials) at registration
- secretarial forms as required
- officials / contestant waiver forms
- printer and other equipment as required by IGRA Secretary
- assist with awards setup and presentation
- MC book for IGRA Secretary for awards

### Rodeo Treasurer – in conjunction with Board Treasurer

- IGRA sanction fee (60 days prior to Rodeo)
- IGRA stock contractor liability insurance 12 days before first day of rodeo
- VISA / Mastercard, ATM's
- Provide all floats required
- monitor rodeo budget
- provide final accounting of rodeo event
- account for all funds for the weekend
- liaise with ticket administration

### Barn Manager

- book contestant horse stalls
- book contestant tack stalls
- provide shavings for stalls
- assist security in barn
- collect fees for stalls from competitors
- assist contestants when necessary
- create stall information card- horse name, owners name, owner's phone #, owner's location
- post stall info card on stall
- post veterinary name and phone number in barn
- post farrier name and phone number in barn

### Volunteer Coordinator

- volunteer table at events leading up to rodeo- information for volunteer positions
- liaison with LGBTQ groups
- action requests for social media
- volunteer orientation day
- filling requests from committee members for volunteers
- waiver forms for volunteers
- volunteer job explanation
- volunteer spreadsheet/chart for all volunteer positions
- volunteer requirements – dress, time, days
- volunteer assignments and placement – Stampede Park Map and Big Four Roadhouse Map
- follow up thank you letter, appreciation night
- ability to work with Dropbox.com for spread sheets

### Security Coordinator

- security for rodeo days CS
- security for horses in barn-Thursday noon + Sunday night-Monday noon (**Paid**)
- communication devices and inventory of same with Rodeo Director
- parking control and signs
- access control-doors to events-work with volunteer coordinator

### Horse Club Coordinator

- plan, organize and promote horse owner members events i.e. bomb proofing
- plan and organize practice days for rodeo events – instructors
- plan trail rides for horse owner members
- plan trail rides for non- horse owner members- i.e. rental trail rides
- plan, and organize horse events to attend for CRGRA members – social events



### Social Media Coordinator

Post announcements regarding CRGRA and CRRN on:

- Facebook page(s)
- Instagram page
- Twitter page
- IGRA (all) social media pages
- LGBTQ organizations in Alberta
- LGBTQ organizations in Canada
- Other social media
- Post announcements provided by CRGRA Board of Directors -upon approval

### Campground Coordinator

- receive and record online campsite bookings
- record campsite payments
- collect campsite money from unpaid campers
- design and manage layout of campsite parking
- manage entrance gate in conjunction with volunteer coordinator
- manage entrance gate in conjunction with security coordinator
- design and distribute vehicle camping stickers
- assist with campground security

### Rodeo School

- receive and record rodeo school attendee's information
- record attendees registered events-stock numbers
- receive payment for rodeo school attendees and forward to association Treasurer
- develop spreadsheet for all rodeo school attendees
- develop all information for advertising for rodeo school and forward to social media
- forward rodeo school advertising to website coordinator
- setup rodeo school equipment and hay
- print waiver forms for rodeo school attendees and sign
- coordinate stock with arena director, rodeo director and chute coordinator
- invite instructors for rodeo school and coordinate times and day.
- coordinate refreshments for attendees and instructors
- assist with rodeo school attendees for Friday night registration

### Marketing Coordinator/Community Outreach

- willingness to contact all LGBTQ organizations and correlate meetings and events
- organize and book CRGRA members to attend and create a presence at LGBTQ events
- organize and promote Team Challenge for CRRN to bars, restaurants, media, police and LGBTQ organizations

### Fund Raising Coordinator

- plan, promote and produce various activities as a means of fund raising for CRRN rodeo budget
- organize events and campaigns to raise money and donations for CRRN
- advertise fundraising events through CRGRA and CRRN social media formats by forwarding information to Social Media Coordinator.
- Coordinate fundraising projects with Volunteer Coordinator, BOD, Rodeo Committee
- Desire to put FUN back in Fund Raising.

## ***CANADIAN ROCKIES GAY RODEO ASSOCIATION - Rodeo Committee Job Description***

Position:	<b>Assistant Rodeo Director(s)</b>
Responsibility	The Assistant Rodeo Director is accountable to the Rodeo Director for the fulfillment of designated duties and areas of responsibility.
Term	2 years
Qualifications	Organizational skills, supervision skills
Benefits	Opportunity to assist in the organization of a gay rodeo and to support gay country and western events. Education regarding rodeo and western related events. Recreational and social opportunity.

### **Time and Financial Requirements**

Time commitment is high due to number of committee meetings and phone calls. Costs to attend meetings and other association rodeos (these are not reimbursed). Cost to attend C.R.G.R.A. rodeo (direct costs only). Minimum one meeting per month, for the two months prior to the rodeo meetings are held weekly.

## ***CANADIAN ROCKIES GAY RODEO ASSOCIATION – Association Job Description***

Position:	<b>Association Membership Coordinator</b>
Qualifications	Organizational skills and ability to diarize and forward CRGRA membership lists to IGRA. Collect and forward membership payments to CRGRA Treasurer as needed. Report to Association Secretary and President

### **Time and Financial Requirements**

Costs to attend meetings and other association rodeos (these are not reimbursed). Cost to attend C.R.G.R.A. rodeo (direct costs only). Minimum one meeting per month, for the two months prior to the rodeo meetings are held weekly.

## ***CANADIAN ROCKIES GAY RODEO ASSOCIATION – Association Job Description***

Position:	<b>Website Coordinator</b>
Qualifications	Create or liase CRGRA and CRRN information to website developer. Develop pages of website for information, photos, sponsors, contestant info etc.for <a href="http://www.crgra.com">www.crgra.com</a>

### **Time and Financial Requirements**

Time to communicate with website developer and create information for webpage  
Costs to attend meetings and other association rodeos (these are not reimbursed). Cost to attend C.R.G.R.A. rodeo (direct costs only). Minimum one meeting per month, for the two months prior to the rodeo meetings are held weekly.

## **SUB-COMMITTEES, DUTIES AND RESPONSIBILITIES**

### **Breakfast Coordinator**

- organize breakfast equipment; grills, utensils, etc with sponsorship coordinator
- organize breakfast food in conjunction with sponsorship coordinator
- confirm licensing approval through Calgary Stampede
- plan and coordinate table arrangement and determine breakfast times
- coordinate volunteers to help with breakfast set up, cooking, serving and tear down in conjunction with volunteer coordinator
- plan entertainment with entertainment coordinator

## ***CANADIAN ROCKIES GAY RODEO ASSOCIATION - Job Description***

Position:	<b>Trustee</b>
Responsibility and Authority	As an officer of the association the Trustee acts in a position of trust for the community and is responsible for the effective running of the organization.
Requirements	<ol style="list-style-type: none"><li>1. Commitment to the effective representation of CRGRA on the International level representing CRGRA to the International Gay Rodeo Association (IGRA).</li><li>2. Representing CRGRA at IGRA Board Meetings to ensure that the interests of the association and its membership are represented within the international community</li><li>3. Report to the association as appropriate regarding IGRA decisions that impact CRGRA</li><li>4. Inform CRGRA of IGRA bylaw and rodeo rule changes as well as payments and fees required from CRGRA to IGRA</li><li>5. Take responsibility for leadership of the CRGRA delegation at IGRA annual convention</li></ol>
Term	3 years as per IGRA
Qualifications	Strong interpersonal skills and effective communications are an asset to this position as well as time and personal travel to accommodate attending board meetings on the international level
Benefits	Opportunity to assist in the organization of a gay rodeo and to support gay country and western events. Education regarding rodeo and western related events. Recreational and social opportunity.

### **Time and Financial Requirements**

Costs to attend meetings and other association rodeos (these are not reimbursed). Cost to attend C.R.G.R.A. rodeo (direct costs only). Minimum one meeting per month, for the two months prior to the rodeo meetings are held weekly. Additional board meetings as required at the international level.

I accept the job description as presented.

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Date

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Signature

