

NASHHCS/CCS / Youth Secretary Job Description

Job Duties Include:

- Registration for Qualifying Shows – Invoice, Collect and Track in Quickbooks and Software
 - As each show registration is submitted online- check that it's correct, then input the transaction in quickbooks, deposit funds, email them show information.
 - If mailed PDF form- input all information to software, deposit funds, show information.
 - Contact shows when they submit payment without form or form without payment
 - Draft letter and mail/e-mail with form or draft invoice and mail/e-mail
- Memberships for NASHHCS Members – Send renewal reminders each year.
 - As each membership is submitted online- check that it's correct, then input it in quickbooks, deposit funds, email them card information.
 - If mailed PDF form- input all information to software, deposit funds, email card information.
 - Contact members when they submit payment without form or form without payment
 - Draft letter and mail/e-mail with form or draft invoice and mail/e-mail
- Track Points submitted by Qualifying Shows for both NASHHCS and Classic Cart Series
 - Check calendar on a weekly or bi-weekly basis during show season and often remind shows to submit their results.
 - Be sure shows are paying proper qualifying premiums
 - If not write and resolve issue with the qualifying show
 - Make sure shows submit results timely
 - Contact the shows until they submit their results with coinciding premiums paid
 - If they submit results without premiums contact them to receive premiums paid
 - Follow up with shows when they submit improper names of hitches drivers names.
- Maintain web site
 - Update with latest information, much of which changes each year or season.
 - Update forms
 - Update pages for Finals each year
 - Keep Qualifying Show Calendar current as qualifying shows pay their membership
 - Website is maintained through Word Press.
- Maintain QuickBooks
 - Manually input every payment, transaction, expense and upload and attach the needed documentation (receipts, etc)
 - Reconcile PayPal and Bippus State Bank Accounts Monthly
 - Prepare reports as needed (Profit & Loss, Balance Sheet, Open Invoices)
 - Invoice those with open invoices
 - Invoice for Show Passes for non-members
- Advertising
 - Work with designer, provide information and photos
 - Get committee approval of ads, make necessary changes.

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- Place ads in various publications (DHJ, Clydesdale News, Percheron News, Belgian Review)
 - Track deadlines, fill out forms, pay invoices
 - Create flyers or other needed items.
- Install software updates to new Software and work with software developer when needed to fix errors or make changes.
- Social Media
 - Maintain Social Media outlets (Facebook, Twitter)
 - Create posts using canva to create images for facebook, info from Shows
 - Create posts to announce finals qualifiers- gather bios and information, photos for creation.
- Answer phone calls from Members, Potential Members, Qualifying Shows, Phone Orders for memberships and registrations.
- Answer E-mails on behalf of organization
- Prepare Secretary's Report and Treasurer's Report for annual meeting.
- Create notification in Constant Contact and Send Annual meeting notifications and reminders
- Send Annual Meeting Minutes, reports, etc in Constant Contact within 30 days of Annual Meeting
- Prepare ballots for BOD election, Nominations for Judges, Judge Ballots, Membership Award Nominations and Ballots, create the ballot in the online program, then create and import that specific list of members in which ballot is sent to.
- Assist in determining Finalists and provide contact information to the hosting show and Directors (for Six Finals, then Cart Finals as well). Supply contact info to committee member contacting the finalists.
- Send out Finals Hosting Bids for following year (both cart regionals and six)
 - Follow up on bids, send constant contact emails to announce through membership, etc.
- Prepare W-9 annually for shows that require it
- Annual Federal Tax Return
 - Work with CPA to prepare return
 - Prepare and mail 1099s
- Prepare deposits and either remote deposit or mail them
 - Track deposits in Quickbooks
 - PayPal
 - Bippus State Bank
- Maintain By-Laws
 - Keep web site updated with latest By-Laws
 - When required send out voting ballots for By-Law changes
 - In-corporate By-Law changes into By-Laws
- Gather meeting minutes
 - Disseminate Meeting Minutes
 - Take and Prepare Meeting Minutes when required

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- Schedule Conference Calls
 - Provide Call in information and date and time
- Work with Merchandise Contractor and or Help Merchandise Committee set-up online sales
 - Collect annual fees
 - Provide needed information for finals, orders for awards, etc.
 - Support through social media, website, etc.

Youth Cart Series:

- Much of same process for Memberships & Show Registrations- adding additional classes to track, obtain results for, etc.
- Maintain a separate bank account through Bippus, manage donations.
- Maintain a separate quickbooks account, manually input each transaction and needed documentation. (will have to re-enter any customers information as it will be a whole new business).
 - Reconcile Monthly, create reports, etc.
- Gather meeting minutes
 - Disseminate Meeting Minutes
 - Take and Prepare Meeting Minutes when required
- Schedule Conference Calls for Youth Committee
 - Provide Call in information and date and time
- Prepare deposits and either remote deposit or mail them
 - Track deposits in Quickbooks
 - PayPal
 - Bippus State Bank
- Maintain By-Laws
 - Keep web site updated with latest By-Laws
 - When required send out voting ballots for By-Law changes
 - In-corporate By-Law changes into By-Laws
- Annual Federal Tax Return
 - Work with CPA to prepare return
 - Prepare and mail 1099s
 - Send Non-profit postcard reports to IRS
- Send annual donation letter to any large donors for tax write off purposes and as thank you.
- Answer phone calls from Members, Potential Members, Qualifying Shows, Phone Orders for memberships and registrations.
- Answer E-mails on behalf of organization
- Disseminate the scholarship application through website, emails.
 - Collect applications, organize and re-distribute to committee.
 - Work with committee on awarding scholarships, notifying recipients, etc.

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- Send payments to correct recipient/institution
 - Fill out necessary paperwork for W-9, 1099 etc. for payments
- Work with Committee on potential fundraisers, promote through social media, collect fees from merchandise, etc.
- Work with committee on year end awards- ordering and mailing, etc.

Position is for an independent contractor, paid a flat fee on an annual basis. Position is not full-time employment.

Submit resume and qualifications to info@naclassicseries.com Applicant review process will begin January 11th.