



## **Area A Horse Show Advisory Committee**



### **AREA A HORSE COMMITTEE PRESIDENT**

#### **Basic Function**

Directs the members and activities of the committee to ensure that it meets its goals and objectives.

#### **Specific Responsibilities**

- Prepare committee meeting agendas
- Work with the committee secretary and agent liaisons to plan, schedule and publicize meetings
- Preside at meetings
- Appoints committee chairs
- Work with Vice President to ensure that committees are functioning and productive
- Works with secretary to make sure that minutes are distributed in a timely fashion
- Works with secretary to make sure any amendments to the constitution are distributed to the membership at least 30 days prior to the meeting
- Member of Area A Horse Show registration committee
- Works with the executive committee to recruit and orient new members of the Area A Horse Advisory Committee