



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



### **AREA A COMMITTEE SECRETARY**

#### **Basic Function**

Facilitates timely, and accurate communication of the Area A 4-H Horse Advisory Committee

#### **Specific Responsibilities**

- Keep committee contact list updated
- Assist in the scheduling of meetings
- Send reminders to members about committee meetings
- Take minutes of the meetings and distribute
- Update t-shirt design contest flyer and distribute to committee (January)
- Collect design entries and send to the committee for judging at the winter meeting