



Area A Horse Show Advisory Committee

AREA A HORSE SHOW AGENT LAISON

Position Title

Area A Agent Laison (two positions)

Basic Function

Works with the executive officers of the Area A 4-H Horse Committee to ensure that the committee functions in a productive fashion and adheres to 4-H goals, philosophy of positive youth development, policies, and procedures.

Specific Responsibilities

- Work with the President and Secretary to schedule and publicize meetings
- Serve as a Laison between the Area A Committee and the Northwest 4-H Program Implementation Team
- Chair and co-chair of registration for the Area A Horse Show (co-chair rotates into chair position)
- Chair:
 - Updates and distributes registration packets via email
 - Compile registration information into a spreadsheet and email to the co-chair
 - Contacts Ag Inspector for inspections during event registration
 - Communicate with state office/send final participation list
 - Secures a t-shirt vendor and orders t-shirts
- Co-chair:
 - Develops program
 - Prepares order of go clipboards for announcer and ring stewards
 - Prepares clipboards/score cards for judges

- Assemble packets for participants
 - Back tags with safety-pins (place sticker with class #'s on back of tag)
 - Program
 - Pattern Book
 - T-shirt (if ordered)
 - Evaluation (odd years only)