

ADMINISTRATIVE MANUAL

BTSC Secretary Responsibilities

Membership: When potential members apply and are accepted, add them to the database and the email distribution list, send them a welcome email with the latest newsletter and the latest membership list attached. Make sure the application is signed and then forward the check to the Treasurer. Members joining for the first time in the last quarter of a year are considered members through December of the next calendar year. Current year membership application must be signed for insurance/legal purposes. Everyone remains on the mailing list as a member through January 31. After that, members will be only those who have renewed (with signed current year applications and dues), new members from the last quarter of the prior year, and of course, new current year members. Do not delete old members from the database. Save their info so it will not have to be entered again if they rejoin. If members do not renew by January 31, they need to fill out a new application in full with a sponsor.

Membership Waiting List: The secretary will maintain a waiting list of non-Bent Tree property owners seeking membership in the Club. The secretary will, at each executive committee meeting, report on the number of individuals on the waiting list. The secretary will periodically announce to the club in its newsletter that a waiting list exists and provide members a report on the size of the waiting list.

Printed Membership Directory: The membership directory is updated and distributed to members as necessary. It is usually mailed in March, July, and then in December. (New memberships usually slow down after July and pick up again in October.) The membership does NOT receive the Excel database.

Newsletter: The newsletter serves as the minutes of the club. Therefore, even though you are not the editor, it is your responsibility and you have control over the content. The newsletter goes out the first day of the month (or sometimes the day before if it is ready and has news pertaining to the first week of the month.) Mid-month you should check with the editor to see when he/she wants to receive articles. Usually allow one day lag time, e.g. if articles are needed on Wednesday am, ask for them on Monday or Tuesday at the latest. Submissions need to be emailed and in Word format. Email the entire Executive Committee along with anyone else articles are expected from about 4 days before the deadline. Anticipated articles include recaps of last month's activities and those about the upcoming month's activities. If there is an activity at the beginning of the month following the upcoming month, include it in the present newsletter as well. Other newsletter duties include posting membership numbers, introducing new members (not renewals), updating the Schedule of Events each month and making sure the Fridge calendar is current (after reading the draft of the newsletter.) The secretary and/or another designee should proof read the newsletter for the editor. Also, the secretary and newsletter editor should have a system to send reminders to members not providing requested/anticipated articles when expected. (Note: Members who have not renewed

their memberships by January 31 do not receive the February newsletter, which should not go out until February 1 at the earliest.

Meeting Minutes: The Secretary should maintain minutes of executive committee and general meetings. At a minimum, the minutes should contain a listing of attendees and a summary of decisions made. The summary of decisions made should include (1) motions (who made the motion and who seconded it) made and (2) vote to approve or disapprove. Decisions made to create new policy including procedures and practices or alter existing policy including procedures and practices should be reported in the next issue of the newsletter (see Newsletter above) and incorporated into the Policy, Practices, and Procedures Manual.

Emails: We discourage anyone but the Secretary from sending emails to the entire Club membership. Event leaders, when necessary to provide information to members about an upcoming event they are leading, should send the Secretary an email to forward to the club. This doesn't always happen. Use the Fridge calendar as a reminder to you as to when to send out reminder emails about when reservations are due, events, etc. Members will request emails be sent to the club for various reasons. Use your discretion as to whether they are newsworthy for the club. The Executive Committee can help with those decisions. When emailing the entire club, it is important that you blind carbon copy the club. That way, no one has the email addresses in an easy form to use for their own purposes. They do have all the addresses in the printed membership directory, but it is much more labor intensive to type in all the addresses for a mass email. Just send the email to yourself and blind copy the club. On January 31 email addresses of members who have not renewed need to be deleted so they no longer receive emails (including newsletters)

By-Laws: The Secretary is the keeper of the By-Laws. Suggest sending to everyone on the executive committee

Membership Applications: When sending out a membership application, send it as a pdf file.

Schedule of Events Calendar: The annual schedule of events calendar should be set in December or January.

Event Leader Guide

1. Contact club president to volunteer to lead an event for a specific date.
2. Write article for newsletter either month or 2 months before event to provide details (location, time, cost, reservation deadline, etc.) to members. Send article to newsletter editor in Word format as an attachment to an e-mail. If necessary, contact a club officer who is a property owner regarding back gate entry and state when the gate will be open in newsletter article.
3. Follow-up newsletter article with e-mail broadcast about a week before the event as a reminder.
4. If it is an outdoor event and inclement weather is forecast, make decision based on forecast if event will be held as scheduled or be rescheduled, preferably at least night before. If rescheduled, notify members (timing will vary depending on event) through e-mail and a recording on the club Hotline.
5. Write article (Word format) summarizing the event for the next newsletter issue. Include pictures in jpeg format.
6. Contacts:
Newsletter Editor: Rich Vigue richvigue@ellijay.com 706-253-5822
Email Broadcast: Joan Heiser jcheiser@frontiernet.net 706-337-3096

(Note: The Secretary will update contact data at the beginning of each calendar year.)

Trail Ride Leader's Guide

1. Contact club president to volunteer to lead either a local or trailering ride for a specific date.
2. For trailering ride, determine that the park or WMA is available for horseback riding on the date selected.
3. For local rides, if privately owned property is to be crossed, obtain permission to ride on the property. Ride the trail a week or so before the scheduled event to make sure the trail is passable. Remove obstacles if necessary.
4. Write article for newsletter either one month or two months before ride to provide ride details (location, ride-out time, length of ride, need for negative coggins, etc.) to members. Send article to newsletter editor in Word as an attachment to an e-mail. Ask members to confirm they are participating in ride. If trailering trip is to other than local sites such as Dawson Forest and Bull/Jake Mountains, provide local rendezvous (e.g. Ingles parking lot) for members wanting to convoy, including departure time. For local rides departing from the Saddle Club Horse Park, contact an officer of the club who is a property owner regarding back gate entry and provide members the time that the gate will be open in newsletter article.
5. Follow-up newsletter article with e-mail broadcast about a week before the ride date as a reminder.

6. If inclement weather is forecast, make decision based on forecast if ride will proceed as scheduled or be rescheduled, preferably at least night before scheduled departure. If ride is rescheduled, notify members (timing will vary depending on event and departure times) through e-mail and a recording on the club Hotline.
7. On day of ride, have all guests sign a waiver.
8. When everyone is mounted but before ride begins, introduce guests and announce trail rules (leader decides rules which vary depending upon ride venue). Discuss any hazards that you are aware of such as ground bees in the summer. Remind riders of trail etiquette regarding trotting, cantering, passing, etc.
9. Write article (Word format) summarizing the event for the next newsletter issue. Include pictures in jpeg format.
10. Contacts:
Newsletter Editor: RichVigue richvigue@ellijay.com 706-253-5822
E-mail Broadcast: Joan Heiser jcheiser@frontiernet.net 706-337-3096

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