

Job Title: NWCC Points Keeper

TERM: Upon notification, not to be later than 1 week after selection at the Annual meeting (usually held in December), through December 31 the following year. This allows for a transition, if applicable, to a new Points Keeper.

GENERAL PURPOSE: Track and provide periodic posting of NWCC points awarded to qualifying exhibitors during the term for the NWCC Awards and Recognition Program

SELECTION PROCESS:

1. Any APHA member in good standing who wants the job shall submit a proposal at or before the Annual meeting (December) to the NWCC Secretary.
2. The proposal should, at a minimum, provide an explanation of why he/she would like the job and a brief biographical with relevant information which might include his/her tools, knowledge, skills, and experience with NWCC, the points system, and the awards program.
3. NWCC Secretary will record the proposals submitted as correspondence, and then distribute each proposal to the committee for review.
4. If more than one proposal is submitted, NWCC will vote to select an individual to perform the job. If no proposals are submitted, the selection process will be deferred until the Spring meeting (usually held in February).

COMPENSATION: When the Points Keeper has completed his/her term and fulfilled the responsibilities of the job, the NWCC Treasurer will pay the Points Keeper 10% of the NWCC \$1 per judge per class fee.

DETAILED RESPONSIBILITIES:

1. Meet with a member of the NWCC Board for an opportunity to review the job description and receive any special directives.
2. Meet with the prior year Points Keeper for a hand-off of any relevant information and the prior year records.
3. Provide their phone, email and mailing address to be published in the NWCC Directory, on the Website, and on the Declaration Forms.
4. Keep an up to date copy of the NWCC approved horse show list for the current show season from the Show Coordinator (you do not need to compile this list – just obtain the current list from the Show Coordinator).
5. Collect, record postmark and received dates, and store Declaration forms with accompanying copy of horse registration papers for the job term. Send acknowledgement of receipt to the Submitter within 7 days.
6. Collect, record received dates, and store NWCC regional club's membership lists.
7. Compile each NWCC regional club's membership list into one master list, deleting duplicates, and notifying the regional club's secretary of any discrepancies or omissions within 1 week of receipt. **Any changes (additions, deletions, or corrections) to the list will be forwarded to the NWCC Mailing List Coordinator.** (note: this will be the list we use for the NWCC directory)

8. Collect, record received date, and store show results from each NWCC approved horse show from each regional club's show Secretary.
9. Calculate and track NWCC points earned for each exhibitor for each class for each NWCC approved horse show, and calculate and track cumulative points earned for the same. In the event results from duplicate judges are received, only the highest points under that judge in each class will be calculated & tracked & posted UNLESS a variance is approved by the NWCC Board.
10. Validate and track the point earners requirements met and not met for the awards program including the proper submission of Declaration Form, Registration Papers, Membership, and Ownership, if appropriate for the exhibitor's division.
11. Provide an up to date copy of the points earned at each show and the cumulative points earned to date to the NWCC Secretary and Webmaster no more than 3 weeks after each horse show. All point reports shall say "Tentative Placings" throughout the year. The initial final report at the end of the show season shall say "Tentative Placings until XXX date for final audit" (which will be 2 weeks from that report). The final report after the audit period shall say "Final Placings" and will include all qualifiers through 5th place.
12. Provide an up to date copy of the points earned at each show and the cumulative points earned to date to the Show Contact for upcoming shows (from the approved horse show list) to be posted by them at their horse show.
13. If any issues occur that is not within the written rules or guidelines or job description, the Points Keeper will immediately notify only the NWCC Board. Only the Board shall make a determination for the method to resolve the issues.
14. If any communications are received from exhibitors or horse owners, or the Points Keeper receives challenges to any points, those persons will immediately be referred to the NWCC Board for resolution.

rev. Dec. 2012

Accepted: _____
Signature

Printed Name: _____

Date: _____