



Kentucky Dressage Association

- Now taking bids for an Office Position for 2018 with Kentucky Dressage Association (KDA)
- Office Person will be a contract labor position and sent a 1099 each year
- Pay will be monthly, on the first of each month
- Hours will fluctuate, light in winter, non show months (Dec.-Mar.), with increased responsibility in show months
- Average 40-70 hours of work per month, must be flexible & months around KDA shows will require more hours
- Knowledge of Dressage a plus and preferred
- Must attend at least 80% of KDA board meetings in person, held on the first Thursday of each month. If unable to attend must let President know in advance and get approval. Board meeting dates may vary due to show schedules and holidays.
- Training will be given by board members
- KDA will provide a computer, printer, scanner, office supplies, software & other office supplies as needed.
- At this time this position can be done from ones home or office
- Hours worked will be recorded and submitted to the President bi-weekly (every two weeks)
- Applicant must have good computer and communication skills
- Pay \$11,000 per year, paid in equal payments the first of every month
- This will be an "At Will Agreement" and can be terminated by either party without notice.
- Bid is for 12 months and will be rebid each year
- The equipment and all KDA documents and communications are the property of KDA and must be returned upon termination to an executive board member.

Duties of Office Person

Website (President, Website Chair, Education Chair and Show Chair to inform of events)

- Add all KDA events to Calendar as they are confirmed by the board
- Add all KDA events to appropriate pages as they are confirmed by the board
- Add monthly board minutes to Website
- Update all KDA forms each year and place on appropriate website pages
- Update all show pages as soon as information is confirmed by show committee
- Add Impulsion to website when complete
- Monitor banner ads of sponsors, business members and advertisers

Impulsion (President, Impulsion committee, Editor are the contacts)

- Assist committee in obtaining pictures and articles
- Contact board members or members that are contributing to the issue and keep them on deadlines
- Assist in editing Impulsion
- Once complete and approved, post on Website, promote on Facebook and send out an Ehappenings

Ehappenings (President, Vice President, Secretary and Treasurer will be contacts)

- Organize a monthly or bi-monthly if needed Ehappenings to be sent to all KDA members
- Send Ehappenings once approved and complete to KDA members

Board Meetings 10-12 per year (President is the contact)

- Organize agenda with President one week before board meeting
- Send tentative agenda to board members one week before the monthly board meeting
- Update agenda if needed and send final agenda two days before the board meeting
- Make sure minutes have been sent to all board members

Shows (Show Chair, Treasurer, Show Committee and Show Manager to be contact)

- Assist with prize list
- Promote KDA shows on social media and website
- Assist and layout show programs
- Assist treasurer with entering credit card payments and show checks
- Assist treasurer with processing prize money and refund checks
- Organize breed awards for all USDF Recognized Shows
- Update official contracts each year, send to show officials and keep all official information up to date (flights, hotel reservations, communications, etc)
- Assist Treasurer with writing checks on Sunday of the show
- Assist Treasurer with organizing prize money checks (if offering) before the show
- Update Schooling Show Prize Lists each year, get approved and post on the website in a timely manner
- Keep Ribbon and award inventory and counts each year
- Assist with show ribbon order in January of each year
- Attend Sunday afternoon of KDA Recognized shows at the KHP to help organize and pack up KDA trailers

Awards Banquet (President, and Awards Committee)

- Assist with design of invitation
- Address and mail invitations
- Receive reservations, checks and organize guest list
- Receive award forms, assist in calculating placings
- Assist with ordering ribbons and awards for
- Attend banquet as guest of KDA and assist with awards presentations

Communication

- Monitor Facebook and make regular posts about KDA events
- Answer or forward emails or questions on social media to appropriate board member(s)
- Make Facebook posts for sponsors and business members as needed
- Keep board members informed of information as directed by KDA officers
- Oversee all other social media for KDA and report issue immediately to President

Application due by February 20, 2018

Name-_____

Address-_____

Phone-_____ Email-_____

Computer skills please list programs you work with-_____

Along with this signed bid please include a copy of your current resume with at least 3 references.

Signature/date

Send completed form and resumes to- Michelle Morehead 1924 Blairmore Road, Lexington, KY 40502 or scan and email to ma.morehead@yahoo.com