

# **Year-End Awards Chair**

**Two Chairs required, job is shared. One Chair for the Youth Team, the other Chair responsible for the Amateur and Open awards programs.**

**Mission: Procure and distribute year-end awards to Open, Amateur and Youth exhibiting members of Minnesota Pinto Horse Association at the annual awards banquet.**

## **Responsibility/Authority**

This Chair will act on their own authority to identify sources for year-end awards, following the policies and practices specified by the Board of Directors. Upon Board approval of the source and specific awards selected, the Chair will procure the merchandise, transport it to the annual awards banquet, prepare it for presentation, and coordinate the presentation of awards during the banquet.

The Awards Chair will suggest changes to the awards rules, then the Board of Directors will approve the rules by which awards are determined, both show related, and special awards. These rules will be published on the website each show year prior to the first scheduled show.

This Chair is not responsible for calculating awards results. The Show Points Secretary will report to the Year-End Awards Chair all awards to be presented for show performance. This report will be made within a couple weeks of the last show of the season. The Awards Chairs will review the information for accuracy and reasonableness.

## **Duties**

The duties of this committee chair shall include, but not be limited to the following:

1. Meet with the Board of Directors early in the show year and determine the rules to be followed for the year, and the review the current policies and practices.
2. Prepare a proposed budget for awards and present it to the Board of Directors by the first show of each year. This budget is a goal for year-end awards program. The actual budget will be based on the success of show attendance/success.
3. Identify a suitable vendor for the awards. Quotes from multiple vendors should be considered.
4. Order all awards and trophies.
5. Provide detailed information to the vendor as required, i.e. names of exhibitors, animals, award categories, etc. that may be engraved on, or otherwise.

## **YOUTH TEAM AWARDS:**

1. Order and pick up trophies/awards for banquet.
2. Order/purchase special youth awards: Congeniality, PtHA lifetime awards, Rookie of the Year, Kylene Nelson Awards and traveling trophy awards.
3. Update the youth Rookie of the Year application and information on the website. The youth advisors will review the applications and select the Rookie of the Year based on program qualifications.