

Clinic Coordinator

Mission: Organize and execute a successful clinic to encourage growth and knowledge as horsemen and horsewomen.

Coordinate, plan and execute all aspects of a horse related clinic. Assign jobs to committee members if applicable. Plan regular meetings to initiate early stages of planning through the execution of the clinic.

Plan clinic date with the Board to ensure date is appropriate and does not conflict with any other related activities within the club. Choose a topic for the clinic and locate a qualified clinician. Make arrangements for a facility large enough to handle horses/trailers and auditors.

Determine and create budget for clinic, determine participant and auditor fees and review them with the Board. Budget should include expenses for clinician, travel and hotel costs for clinician, arena rental, participants lunch fees, flyers and advertising costs, income for horse/rider combinations, auditors income.

Solicit and/or complete contracts for all paid clinic staff, including clinician, facility and caterer and request 1099 from the same.

Coordinate and establish volunteers to plan and execute non-paid volunteer functions at the clinic. (Check-in table, food servers, sound system person, etc.)

Create a clinic flyer and advertise the clinic via social media and post flyers at appropriate retail stores, training barns, vet clinics, etc. Run ad for the clinic in local horse related magazines or other printed material.

Work with the Public Relations Committee to promote the event.

Provide regular updates of planning and progress to MPtHA Board of Directors.

Upon completion of the clinic:

- Balance the accounting
- Subtract all expenses from all clinic income and any donations received.
- Provide the Treasurer with the proceeds and request payments for clinician and vendors.
- Prepare an income statement type report of all income, and expenses related to the clinic and any profit amounts to present a report to the Board.