

Executive Secretary Position & Responsibilities

Memberships-Keep track of all owners, trainers and drivers are up to date on memberships to IHHA & USTA

Associate Membership-acquire associate members to boost IHHA numbers.

Coggins Tests-collect and keep track of coggins for all horses racing in IHHA.

Board Meeting- Attend all board meetings book room, keep track of minutes and post to website.

Website-Update homepage with important information, place all conditions, nominations forms, nomination lists, newsletter, ect, on homepage, update points and race results.

Points-Keep track of drivers, aged Iowa, Iowa Registered and Iowa Sired points and best times of the summer.

Track Records-Keep up to date records for IHHA tracks.

Iowa Fairs Meeting- attend the Iowa Fairs convention in December to get upcoming season draft and dates.

Plan Annual Banquet-Coordinate with hotel for banquet room, Hospitality room, Food, block guests rooms, prepare all programs, agendas, for all meetings; take minutes in all meetings and pictures; sell promotional items and raffle tickets; take memberships; have all year end awards made for winners and runner-ups. Have keynote speaker; entertainment; in charge of door prizes for raffle and giveaways.

PAC-Enter all PAC to the Iowa Ethics Board

Circuit Book- In charge of race conditions, printing and mailing circuit book along with printed schedules from posters to schedule cards ect. Sending nominations papers to all needed owners and members of IHHA

Nomination & Stake Payments-responsible for collecting all incoming nomination and stake payments.

Iowa Department of Agriculture-Keep track of Iowa Stallions list, Iowa Department of Agriculture numbers and list of who needs to register horses with them.

Racing Season-Must attend all the races, sit in grandstand and talk to fans, Post results to Facebook, take pictures; sell promotional items and giveaways and work to get associate memberships.

Breeders Awards- Compile and send out Breeder awards for mare and stallion owners at end of race season. Also, post to website.

Hall of Fame and Scholarships- Get forms and applications for Hall of Fame voting along with Scholarship applications posted to Website for entry and collection them.

Grants-Apply for grants to help with promotion of IHHA and promotional items at Iowa Racing and Gaming Commissions Horse Promotion Fund, USTA Matching Funds Grant, ect.

Promotional Items-design and create each year's sale and giveaway items like (shirts, hats, koozie, ect.)