



## 2011 - 2012 IEL Board of Directors

### Election of Officers / Appointments to Committees

As a **working** Board, each Director shall work a minimum of 1 show per season (either by virtue of his/her show responsibilities or by assisting in the show office for a 6-hour shift) and perform the duties and responsibilities associated with: holding an executive office; or chairing an active committee and serving on 1 committee; or serving on a minimum of 3 committees (including attending all meetings and fulfilling all responsibilities associated with said committee). Any Director failing to meet the above requirements will be considered to have tendered his/her resignation from the Board.

#### **EXECUTIVE BOARD**

(Per By-laws, candidates must have served on Board one year prior to declaring – except for the Board Secretary who can be a first year board member)

**President:** (*Ex-officio* member of all committees)

Prior duties have been expanded to include overseeing recruiting and interviewing prospective Board candidates; computer experience desirable

**Leslie Scharf**

**1<sup>st</sup> Vice President:**

Prior duties have been expanded to include overseeing the Education, Charitable Giving and Senior Awards Committees; computer experience desirable

**David Hartson**

**2<sup>nd</sup> Vice President – Membership:**

Computer experience necessary

**Sukeshi O'Neal**

**Board Secretary:**

Prior duties have been expanded to include overseeing the Rules Committee; computer experience necessary

**Karen Davis**

**Treasurer:**

Prior duties have been expanded to include overseeing insurance; computer experience necessary

**John Steely**

## HORSE SHOW STAFF

### **Assistant Show Secretary:**

Shall coordinate hours at horse shows with Show Secretary; computer experience necessary

**Karl Schott – Hunter Jumper**  
**Carol Ann Hess - Dressage**

## **ACTIVE COMMITTEES**

(Continuous responsibilities throughout entire year)

### **Hospitality:**

Provide hospitality at Annual Meeting, General Meeting and all 4 horse shows. Shall purchase provisions & supplies, monitor tables, clean up, prepare judges' bags, etc. Must arrive at shows by 6:00 a.m.; computer experience not necessary

Chair: **Connie Brien**

### **Sponsorship:**

Shall solicit contributions from parents, trainers, corporate entities, etc.; shall be responsible for sending thank you letters and IRS acknowledgements; shall prepare, post and take-down posters for shows & banquet; computer experience desirable for chairperson

Chair: **Sukeshi O'Neal**  
**David Hartson**  
**Elizabeth Ashforth**  
**Sharon Kerr**

### **Ribbons & Awards:**

Purchase and track ribbons and prizes for all 4 horse shows and year-end awards banquet; responsible for storage facility. Necessary to stay until end of shows; computer experience desirable for chairperson

Chair: **Kelly Waltos**  
**Mindy Wood**  
**Noelle Calkin – 1<sup>st</sup> Place Prizes; Coolers & Flowers**

### **Banquet Committee:**

Responsible for all arrangements including booking facility, typesetting and printing all invitations, nametags, signs, etc., obtaining centerpieces, taking reservations & preparing spreadsheet, coordinating ribbons and awards with the chairperson of that committee, etc.; computer experience necessary for chairperson

Chair:  
**Karen Davis**

### **Communication:**

Responsible for editing and publishing newsletters throughout the year. Assistant shall be responsible for answering all e-mails directed to web site; shall monitor and update website; computer experience necessary of chairperson. Computer experience necessary

Chair: **Sharon Kerr**

## **OTHER COMMITTEES**

(Responsibilities occur on a more limited timeline)

### **Rules:**

Shall schedule and attend meeting in June (and thereafter as necessary) to review Rule Book and present rule change recommendations to Board; shall be responsible for typesetting and printing Rule Books prior to August meeting; members shall attend 1 or more horse shows per season so as to serve on ground jury (may do so in conjunction with another show responsibility)

Lead: **David Hartson**  
**Christy Morris**  
**Leslie Scharf**

### **Education:**

Shall schedule and attend meeting in late spring/early summer to evaluate & recommend prospective programs to Board; shall coordinate booking of speakers and facilities, and publicity; shall prepare any printed materials necessary. A second meeting shall be held later in the year to evaluate program and implement changes. Computer experience desirable for lead

Lead: **Elizabeth Ashforth**  
**Connie Brien**  
**David Hartson**

### **Community Service:**

Shall schedule and attend meeting in late spring/early summer to evaluate & recommend prospective charities/philanthropies to Board; shall coordinate contributions, volunteer opportunities and any publicity; shall prepare any printed materials necessary. A second meeting shall be held later in the year to evaluate and implement changes. Computer experience desirable for lead

Lead: **Karl Schott**

### **Senior Scholarships:**

Shall schedule and attend 2 (or more if needed) meetings per year: the first, in early summer, to review and make recommendations to the Board re criteria for awarding awards and to draft and update forms as necessary; the second, in late April/early May, to review applications and make award recommendations to the Board. **Members may not be parents of a current 12<sup>th</sup> grade rider**; computer experience desirable for committee lead

Lead: **Christy Morris**  
**Noelle Calkin**

## **ADDITIONAL POSITIONS**

(Limited nature)

### **Set-up/Clean-up:**

Assist with unloading, then loading supplies from cars; attach/take down posters; must be able to stay until end of show. No computer experience necessary

Lead: **Karl Schott**