Club Role: Barn Facilities Manager

Job Description

The Barn Facilities Manager is responsible for the upkeep of our spaces at White Horse Stables.

Advice

- **Be sure to keep receipts for all supplies purchased. Submit them to the club Treasurer for reimbursement**

Tasks

1. The following tasks should be performed on a **monthly** basis
    a. Clean the Bathroom
    b. Fill Propane Tanks for the heater in the winter
2. The following tasks should be performed on an **as needed** basis, approximately monthly
    a. Purchase bathroom supplies
    b. Dispose of bathroom trash off site when the can is full

Club Role: Social Media Manager

Job Description

Maintain and update the club Facebook page.

- solicit and post brags from the club,
- post upcoming events
- post informational materials related to agility.

Club Role: Web Master

Job Description

The Web Master will maintain the club's website- tbacagility.org

Tasks

1. Maintain the health of the site and check for updates on Word Press
2. Add content as needed
    a. Photos of members dogs
    b. Meeting date
    c. Trial dates
    d. Premiums for Fast Cat Trials
    e. Updates for Board positions

Club Role: Volunteer Credit Coordinator

Job Description

Tabulate members Workers credits.

Tasks

1. Collect the Volunteer sign in sheets after trials
2. Update the Google Sheet with credits. Members need 6 volunteer credits/6 months
3. Let the treasurer know on June 15th and November 15th the members who have not earned 6 volunteer credits.

Club Role: Weather Monitor

Job Description

Cancel classes if temperatures or weather conditions are unfavorable

Tasks

1. Check temperatures Monday thru Thursday and cancel classes if too high or low

2. Cancel classes if severe storms are forecast
3. Email students, instructors, and barn owner of cancellations by 4pm

Club Role: Membership Coordinator

Job Description

Maintain a spreadsheet for the Members Directory

Tasks

1. Use the online registration and the paper registrations to create a members directory
2. Update a Google Sheet in January and June with training and non-training members
3. Send a "pdf" of this directory to the corresponding secretary to be distributed to members and instructors twice a year.

Club Role: Awards Coordinator

Job Description

Prepare awards for members who have earned titles in the previous year.

Tasks

1. Decide what will be offered as awards. Currently-
    a. Wingless jump (one jump per dog)
    b. TBAC blanket
    c. TBAC lunch bag
    d. TBAC fanny pack
    e. Tote Bag

2. Have the corresponding secretary send an email to the training members asking them to choose the award they would like to receive for the title earned.
3. Order items and take to embroiderer. Order jumps from Clip n' Go and assemble jumps. Add dogs name to jump.
4. Present awards to members at the annual picnic