



Committee Duties

Show/Rules Committee

- Chair is expected to organize and oversee Show/Rules Committee meetings
- Chair is expected to report on committee activities at each General Membership Meeting. If the Chair is not available to attend, a report must be left with one of the club officers or another committee member must report.
- determines when and how many shows the TCPC will hold each year
- hires the judges and maintains a judge's list
- is responsible for show work days and must also work 1/2 day at a show and fill in if there aren't enough workers
- will canvass membership for Show Chairs
- will ensure that Show Chairs are in contact with the Chair of the Nominations/Points Committee to determine who needs to work. Detailed Show Chair duties, along with workers, is defined in a separate document.
- ensures that all Show Chairs for the current year serve on the Show/Rules Committee
- **must have a member of the Ways and Means Committee serve**
- reviews Show Rules once a year, in the fall
- members must be available to attend Show/Rules Committee meetings

By-Laws Committee

- Chair is expected to organize and oversee By-Laws Committee meetings
- Chair is expected to report on committee activities at each General Membership Meeting. If the Chair is not available to attend, a report must be left with one of the club officers or another committee member must report.
- convenes once every two years
- **consists of the current year's officers and the Chairperson from each standing committee**

Nominations/Points Committee

- Chair is expected to organize and oversee Nominations/Points Committee meetings
- Chair is expected to report on committee activities at each General Membership Meeting. If the Chair is not available to attend, a report must be left with one of the club officers or another committee member must report.
- collects nominations and fees
- maintains points and reports on show results in a timely manner
- updates nomination form as needed
- works with the Show Chairs to ensure all nominees have been scheduled to work



Committee Duties

Banquet/Awards Committee

- Chair requests, and the membership in good standing votes on, the percentage of profits from the upcoming show season that the Treasurer will need to earmark for the Annual Banquet
- Chair is expected to organize and oversee Banquet/Awards Committee meetings
- Chair is expected to report on committee activities at each General Membership Meeting. If the Chair is not available to attend, a report must be left with one of the club officers or another committee member must report.
- canvasses locations that are within the budget
- determines date, orders ribbons and trophies, organizes workers and plans the event in its entirety
- members must be available to attend Banquet/Awards Committee meetings
- **Treasurer, Ways & Means Chair and Nominations/Points Chair must serve on this committee**

Membership Committee

- Chair is expected to organize and oversee Membership Committee meetings
- Chair is expected to report on committee activities at each General Membership Meeting. If the Chair is not available to attend, a report must be left with one of the club officers or another committee member must report.
- accepts all applications and brings the to the next General Membership meeting for a vote.
- maintains membership list
- maintains master mailing list.
- **Consists of four members**

Pony Measuring

- is also a responsibility of the Membership Committee. The Committee will issue permanent and temporary measurement cards for TCPC member ponies. The Committee will also be charged with maintaining these records. Two members of the TCPC (**one of whom must be an officer**) will be assigned to measuring ponies. Specific details on measuring may be found in the TCPC Rules.
- **will have members assigned as: measurer, recorder and two back ups.**

Ways and Means Committee

- Chair is expected to organize and oversee Ways and Means Committee meetings
- Chair is expected to report on committee activities at each General Membership Meeting. If the Chair is not available to attend, a report must be left with one of the club officers or another committee member must report.
- determines what fundraisers will be held during the year such as: candy sales, t-shirt sales, raffles, auctions, bake sales, etc.
- **member must also serve on the Show/Rules Committee**
- money that is raised is used for year-end awards
- **consists of four members including the Treasurer**



Committee Duties

Social Committee

- Chair is expected to organize and oversee Social Committee meetings
- Chair is expected to report on committee activities at each General Membership Meeting. If the Chair is not available to attend, a report must be left with one of the club officers or another committee member must report.
- will be responsible for researching events/activities that the club may be interested in participating in as well as the cost. These events/activities may or may not include: clinics, guest speakers, picnics, trips
- will also be responsible for sending out congratulatory and sympathy cards to members and to those in the local equine community.
- will bring to the club's attention any fundraising efforts that we can participate in to help those in the equine community that are in need.
- will send out thank you notes to sponsors of TCPC events
- **will consist of at least two youth members**

Youth Committee

- Chair is expected to organize and oversee Youth Committee meetings
- Chair is expected to report on committee activities at each General Membership Meeting. If the Chair is not available to attend, a report must be left with one of the club officers or another committee member must report.
- mission will be to develop a Youth of the Year Award based on participation within the club and good sportsmanship shown throughout the year.
- all members 18 and under will automatically be entered in this program
- may be asked to assist at club events and fundraisers.
- **will consist of at least two youth members**