

USEA Area III Council Position – Championships and Awards Coordinator/Council Secretary

The US Eventing Association (USEA) established Areas to facilitate the sport at the grassroots level and to further support USEA's geographically diverse membership. Area III is comprised of the Southeast section of the United States (Alabama, Florida, Georgia, Mississippi, South Carolina, and Tennessee).

The Area Council functions as a board with oversight responsibility for the actions of the Area. All positions are volunteer in nature and for a recommended period of three years. All council members must reside within the Area and be current members in good standing with the USEA.

The Area III Council is seeking to fill the position of Championships and Awards Coordinator/Council Secretary for the term of December 1, 2023 – November 30, 2026. Responsibilities of this position would include the following areas. Details are listed on the next page.

1. Championships and Awards Coordinator
 - a. Area Championships
 - b. Area Volunteer Recognition Awards
 - c. Area Leaderboard Awards
 - d. National Awards
2. Council Secretary

Any adult living in Area III and a USEA member may apply. Please self-nominate by emailing usea.area3@gmail.com. Email should include your contact information and a short background including any expertise supporting the position responsibilities. Nominations accepted until August 31, 2023. Upon selection, the new coordinator will begin learning and working with current volunteers.

Championships and Awards Coordinator/Council Secretary

Area III Championships

- Maintain the championship eligibility criteria and recommend updates to area council as needed.
- Maintain the area's guidelines to organizers hosting championships and recommend updates to area council as needed.
- Track championship award sites and present to area council for site selection (even years).
- Provide area guidelines to host sites and serve as area contact regarding questions, implementation, reimbursement, etc.
- Coordinate with Adult Riders & Young Riders Coordinators to form teams at championships. Consolidate info and forward to show management. Arrange for prizes and distribution to winning teams.
- Attend at least 1 day of the Championship event as the Area representative (travel reimbursed). Assist with awards or volunteer to assist in other duties. (Optional)

Volunteer Recognition Awards

- At end of competition year, obtain list of top 10 volunteers using EventingVolunteers.com.
- Identify organizers to present awards. Purchase and mail awards.
- Coordinate with treasurer to ensure the area receives USEA allotment and budgets additional funds each year for awards.
- Recommend updates to policy as needed.

Leaderboard Awards

- Coordinate with the webmaster/social media manager to create and publish "final" list after all scores for competition year have been posted (first week of December).
- Coordinate with treasurer for purchase of awards. Mail to recipients.
- Recommend updates to the leaderboard categories to the area council and coordinate with USEA IT department to implement approved changes as needed.

National Awards

Track national (USEF/USEA) medals and awards and coordinate with webmaster/social media manager to recognize Area III awardees in social media postings.

Council Secretary

- Record and distribute council meeting notes.
- Assist Area Chair with setting up council meetings.
- Maintain the Area Guidelines and Procedures and recommend updates as needed to council.

For all areas above:

- Coordinate with the webmaster/social media manager to post updates, results, and stories about Area III Championships and championship, volunteer, leaderboard, and national awards to the area's website and social media accounts.
- Recommend updates to the information in the Area III Guidelines and Procedures manual as needed and obtain council approval.