

Nevada High School Rodeo Association Student Board Responsibilities

We are excited that you are considering running for a Nevada State High School Rodeo Association student officer position. Serving as an officer is a rewarding opportunity to develop leadership skills, represent your fellow members, and help shape the success of our association.

Student officers play an important role in communication, planning, fundraising, and supporting rodeos throughout the year. These positions require commitment, teamwork, and a willingness to step up and help where needed. Officers are expected to represent the association, the state of Nevada, and the sport of rodeo in a positive and professional manner.

The information below is intended to give candidates and families a clear understanding of the expectations and responsibilities that come with each position so you can confidently decide if running for office is the right fit for you.

All officers are expected to:

- Attend meetings prepared and ready to contribute
- If unable to attend meetings find an appropriate proxy
- Communicate respectfully with advisors, members, and sponsors
- Help sell raffle tickets and support fundraising efforts
- Prepare brief speeches or updates for board/contestant meetings
 - Introductions at first board meeting of the year
 - Introductions/reminders for contestants at the mandatory contestant meetings
 - Bring back to association any Mid-Winter Meeting updates/details
- Keep the association informed and engaged
- Represent the association and sport in a positive and professional manner

Officer Duties

President

- Primary student leader and coordinator of the student board
- Attend and Executive Board and Grievance meetings
- Meet with the Prize Supervisor to discuss prize details, timelines, and needs
 - The sooner you can meet and decide on prizes with student board the better
- Maintain regular communication with board members and check in on ongoing projects
- Delegate tasks and oversee fundraiser planning and execution
- Ensure all officers are staying on track with responsibilities
- Act as a liaison between student officers, advisors, and members

Vice President

- Supports the President and focuses heavily on planning and organization
- Brainstorm and develop creative fundraiser ideas throughout the year
- Research and compile lists of supplies and materials needed for fundraisers and events
- Help track fundraiser progress and ensure goals are being met
- Assist the President with delegation and project coordination
- Step in to lead meetings or projects when the President is unavailable

Secretary

- Manages financial coordination and meeting documentation
- Coordinate with the state treasurer regarding all fundraiser funds
- Handle money distribution, collection, and obtaining change for events
- Track and report funds raised from raffles and fundraisers
- Take detailed notes during full board meetings

Public Relations

- Manages communication, visibility, and outreach
- Maintain consistent and appropriate social media posting
- Create flyers, graphics, and advertising for events and fundraisers
- Produce rodeo recap videos and highlight association activities
- Email the state secretary to pass information to ensure parents stay updated
- Coordinate sponsor flag placement and ensure flags are run at every rodeo
- Ensure sponsor banners are properly displayed at every rodeo
- Promote positivity, engagement, and awareness of the association

Junior High Representative

- Serves as the voice of junior high members
- Communicate regularly with junior high members to gather ideas and feedback
- Bring forward suggestions, concerns, and requests to the board
- Brainstorm fundraiser ideas and needed supplies
- Encourage junior high participation and involvement
- Help ensure younger members feel included and represented

Every officer plays an important role in shaping the success and reputation of the association. Staying organized, planning ahead, working as a team, and supporting one another will help create a positive and successful rodeo season for everyone.

Let's make it a great year!