

ACCEPTING BIDS NOW: The Nebraska High School Rodeo Association is accepting bids for the position of “Central Entry/Points Secretary”. The Central Entry is responsible for taking entries, working with the individual rodeo committees, and keeping track of points. Bids need to be received by January 1, 2022. The board will then look over the bids and hold interviews at the February Board of Directors Meeting. Please send your bid to Brandi Pokorny, State Secretary, 83940 493rd Avenue, Bartlett, NE 68622. You are welcome to send an email as well, pokornyrope@gmail.com. Any questions please contact Brandi at 402-336-7730.

Central Entry/Point Secretary Duties:

- *Will utilize the ARTS programs
- *Have a pre-draw list posted on the NHSRA website
- *Position draw will be posted on the NHSRA website
- *Qualifying rodeo entries go to the Central Entry Secretary, with funds payable to NHSRA.
- *A weekly email will be sent out to all contestants with information regarding that weekends rodeo.
- *Have PayPal as a payment option for the members
- *Need to maintain a separate checking account with Nebraska High School Rodeo co-signing. Need to be able to utilize on-line banking.
- *There needs to be timely disbursement of checks back to the Nebraska High School Rodeo after the spring and fall rodeos are over. Also, timely payment to the host committees of the qualifying rodeos.
- *Represent Nebraska High School Rodeo to the best of your ability. Be professional!
- *Audit judges/timers/vet/med/turn out sheets, check results for errors
- *Keep points updated and post on the website
- *Be in close contact with each rodeo secretary sending out ARTS updates and rodeo reminders
- *Be in close contact with association secretary
- *Pay turn outs to rodeo committees
- *Collect turn out money
- *Attend meetings
- *Take state finals entries
- *Secretary state finals
- *Get information to the state finals host for the day sheets