

Criteria for Office Manager

- Attend all RMDS Executive Board & Board of Governors' meetings
- Accept and document all memberships and horse registrations for RMDS as well as providing membership cards and the labels for the *Omnibus & Centaur*.
- Maintain mailing labels & provide to printer and others.
- Schedule shows and keep track of the insurance.
- Maintain contact with both the web page coordinator and the *Centaur/Omnibus* coordinator to keep the Calendar up to date.
- Keep track of advertising for the Centaur & Omnibus; collect the fees etc.
- Input scores for the Awards.
- Answer the RMDS phone and respond to faxes and e-mail daily.
- Provide an area for storage with the ability to expand to a locker if needed.
- Maintain list & continuing education for the RMDS licensed officials.
- Co-ordinate with the committee chairmen and help them if needed.
- Be available to follow Board guidelines and other projects.

Plan on 50-55 hours per month; daily work anywhere from 15 minutes to several hours depending on what needs to be done.

MUST BE FLEXIBLE and available every day!