



MOHPA Job Descriptions

Updated: 3/2023

President:

The President shall be responsible for the day-to-day management and administration of MOHPA and coordinate MOHPA activities with appropriate NHPA officials. He/She shall:

1. Ensure compliance with all MOHPA By-laws.
2. Schedule and preside over all meetings of the MOHPA and staff.
3. Lead or appoint a spokesperson for the MOHPA delegation to the Annual NHPA Convention and ensure all delegate positions are assigned.
4. Appoint the Chairperson and all members of standing and ad hoc committees and act as advisor to those committees. Additionally, the President will appoint persons to all non-elected positions. These positions/committees could include but are not limited to:
 - a. Hall of Fame Committee
 - b. NHPA Regional Director (Recommended to NHPA for approval)
 - c. MOHPA Publicity Director
 - d. MOHPA Junior Activities Director
 - e. MOHPA Historian
 - f. MOHPA Newsletter Editor
 - g. Webmaster
5. Coordinate the efforts of the Newsletter Editor and staff, and ensure distribution as directed.
6. Chair the selection board for the annual general membership awards and any special awards deemed appropriate by the President.

Vice President:

The Vice President shall assist the President in the performance of his/her duties and perform other duties as may be assigned by the President. The Vice President will fulfill the duties and responsibilities of the President in his/her absence.

Additional duties shall include but will not be limited to the following:

1. Responsible, with the Zone Directors, for determining the prize allocations for State tournament events.
2. Coordinate meeting and banquet menu/facilities for the Annual General Membership meeting utilizing volunteer committee members to satisfy all internal requirements and comply with the President's direction.
3. Responsible for updating the job descriptions for all MOHPA elected officers and appointed positions.
4. Ensure responsibilities are properly coordinated between the officers and appointed positions.
5. Responsible for the development and publication of formal criteria for all annual MOHPA sponsored awards and selection procedures.
6. Provide semiannual reports on assigned tasks to the MOHPA staff.
7. Coordinate get well/sympathy cards from the MOHPA Officer Team for ailing members or for families of members who have passed on.

Secretary/Treasurer:

The Secretary/Treasurer shall maintain the MOHPA financial records, membership status/roster and issue annual NHPA membership cards if needed. He/She shall maintain minutes of all formal MOHPA meetings and will publish them for membership review via the webpage and post at the State tournament prior to the General Membership meeting. In addition to other duties which may be assigned by the President, the Secretary/Treasurer shall perform the following:

1. Be the custodian of all funds, assets and records necessary for the documentation of the MOHPA activities and historical preservation.
2. Pay all bills, keep records of all monies received and disbursed and provide a monthly record to the President.
3. Maintain a list of MOHPA owned property, estimated values and location.
4. Prepare and submit NHPA required documentation which includes membership dues, rosters, pitching distance, category, and all changes thereto.
5. Prepare and submit all Federal and State tax and corporate documents.
6. In coordination with MOHPA officers, prepare/publish/distribute publicity pamphlets.
7. Provide newsletter support with articles and mailing labels as required.
8. Provide support as required by the President for MOHPA related business.
9. Assist Tournament Directors with managing entries (as needed) for all MOHPA sponsored tournaments as well as the MO State Fair tournament.
10. Coordinate MOHPA activities with appropriate NHPA officials.
11. Support the statistician with current and historical data.
12. Provide annual financial reports and summaries of MOHPA activity.

Statistician:

The Statistician shall be responsible for the posting and maintenance of MOHPA player statistics from all sources and for coordinating the data with NHPA personnel. He/She shall provide the MOHPA Webmaster accurate and current updates of all included content (e.g. eShoe records, league and tournament results, schedules, special events and items of interest) to the MOHPA membership. Additional duties include but are not limited to the following:

1. State Tournament Duties

a. Provide the Secretary/Treasurer with Annual State Singles and Doubles Championship lineups.

b. Provide MOHPA State Tournament stats and records to the tournament host for the program book.

c. Develop, schedule and manage administrative support for all state tournament events not otherwise assigned.

2. Additional Responsibilities:

a. Provide statistical support for selection of the Annual Player of the Year and Rookie of the Year Awards.

b. Support the President, as required, in the organization and conduct of the Annual General Membership meeting and Banquet, supply banquet program to the host for printing.

Zone Directors:

The Zone Directors shall be the primary focal point for the coordination and support of all club activity within their assigned zone. Responsibilities will include:

1. The organization/formation of new clubs and promoting new memberships.
2. Coordination with the Junior Activities Director to promote Junior and Cadet participation.
3. Provide support for all other MOHPA sponsored events.
4. Provide representation for clubs and individuals within their zone to raise issues for discussion, complaints or grievances to the MOHPA staff.
5. With the Vice President, establish cash awards for State Championship tournament classes.

6. Provide support for other activities deemed necessary by the President to support and promote the MOHPA.
7. Provide a status report of the activities within their zone to the MOHPA staff and membership at scheduled meetings.
8. Provide assistance at the State Doubles Tournament. In even number years, the directors for Zones 2 and 4 will work. In odd number years, the directors for Zones 1 and 3 will work.
9. Provide assistance to the Regional Director (as needed) in sanctioning courts to meet NHPA requirements.

Newsletter Editor and Staff:

The Editor and staff will, with the coordination of the President, develop and publish at least two newsletters each year. Distribution will be made to all MOHPA members and subscribers. Complementary issues will be distributed by the President

Junior Activities Director:

The Juniors Activities Director shall be responsible for the coordination and standardization of all Junior and Cadet activities within the state. Responsibilities will include but not be limited to:

1. Coordinate support with the respective Zone Director(s) to ensure an effective statewide program.
2. Coordinate with the NHPA Juniors Vice President to develop promotional programs and incentives.
3. Provide periodic reports on Junior/Cadet activities to the MOHPA staff.

Publicity Director:

The Publicity Director shall:

1. Coordinate with the MOHPA President and the NHPA Publicity Director to ensure the MOHPA is aware of all national publicity programs and related grant activity.
2. Be responsible for the development of a publicity program which promotes the growth and visibility of horseshoe pitching within the state.
3. Provide periodic reports on the status of their publicity efforts to the MOHPA officers.

Hall of Fame Committee:

The Hall of Fame Committee shall, under the guidance of the chairman and MOHPA President, evaluate and select MOHPA members for induction into the MOHPA Hall of Fame. The committee will develop selection criteria for all candidates recommended for induction to ensure a fair and unbiased evaluation. The Chairman will provide a report of the Committee activity at the annual MOHPA general membership meeting and at other times deemed appropriate by the President.

NHPA Regional Director:

The NHPA Regional Director will coordinate and work with MOHPA officers to ensure all NHPA standards and requirements are satisfied. The Director will comply with all requirements specified in the Regional Director's Guidelines published by the NHPA. He/She shall:

1. Enter all charter scheduled sanctioned events into eShoe and post on the MOHPA website.
2. Issue tournament sanction certificates and patches to respective Tournament Directors (TDs) for all sanctioned tournaments in the state of Missouri. Also ensure TDs have the most current RGS book on hand at tournament site.

3. Work with affected clubs to recommend alternate dates for multiple tournaments scheduled on the same day.
4. Work with clubs to complete requirements for court sanctioning (re-sanctioning) and issue appropriate full or conditional sanction certificates as appropriate.
5. Report at least semiannually to the NHPA Vice President in charge of the RDs, summarizing all regional activities.
6. Support and attend as many MO chartered tournaments as possible. Help promote these tournaments through various venues.