



# AMERICAN CONNEMARA PONY SOCIETY

Document Number: Awards PO14

Document Name: Responsibilities of the Overall Chair

Organize the Committees

Support the Committee Leaders.

Ensure the timely publication of the Roster and information of applications and deadlines, forms, awards, news, and lists of the winners.

Follow the Policies

Plan for the Annual Award Dinner

Submit an annual Budget by Dec 15

Keep track of the past winners and Hall of Fame Trophies

**CALENDAR** for use of the Over-All Chair

Fall:

Appoint the Co-Chair of National Awards, with the approval of the President.

Be sure any changes in Policies approved at the Annual Meeting are sent to the DO

Appoint the selection Committee Leaders and work with them to set up their Committees. Submit the completed Roster to the membership.

Submit timely news about the winners.

Submit the Awards budget to the ACPS Treasurer by December 15.

Keep track of the winners and Hall of Fame Trophies

Submit a reminder of Achievement awards deadline

Winter:

Provide the Committee Leaders have the material they need.

Support the Achievement Award Leader.

Submit timely material about the Awards program, Hall of Fame and Achievements.

Order ribbons and Keepers

Spring

Promote Hall of Fame awards, recruiting if necessary.

Support the Hall of Fame Committee Leaders.

Submit material on Scholarships.

Summer

Contact Crestwood award winner about selecting successor.

Solicit suggestions for Connemara of the Year and manage the choice.

Plan for the Annual Awards Banquet

    Arrange for shipping of Hall of Fame Trophies and any necessary engraving

    Plan who will make the presentation

    Have Booklet printed (if meeting organizers want to pay for it)

Support Scholarship Leaders

## Revision History

Date	Changes	Author
10/2007	Approved	Pat Lightbody and Sally Oxnard