

## ***Notice!!!***

WTRA is seeking to fill the position for the **2018 WTRA Rodeo Secretary and 2018 WTRA Rodeo Treasurer**. The board is taking applications until **September 15, 2017**. The Board of Directors is looking to fill both positions, and pay will be board approved based on experience and job requirements. However, if the applicant is qualified, and meets the requirements of both positions, one person may seek both. The job descriptions is as follows;

**Secretary** - The secretary will be asked to handle all the duties of receiving and keeping up with all entries and payouts, as well as keeping accurate records of points throughout the year. They shall work directly with the Board of Directors at all board meetings held throughout the year as well taking minutes. The Secretary will be working directly with the UPRA with entries, payouts, and points. He/she will be working directly with the other officers, including the President and Treasurer, handling rodeo reports and entry records. The Secretary will also be responsible for filing all appropriate reports to/from the IRS.

**Treasurer** - The treasurer will be in charge of working directly with the Secretary. He/she will be in charge of WTRA funds including; check writing, check deposits, and handling of all cash/checks received by the Secretary. The treasurer will be responsible for reporting to the board a financial summary, ledger reports, deposit reports, and all other financial reports.

If you, or anyone you know that might be interested in applying for the position(s), please contact;

Cody McFadden at [cody@cafabrication.com](mailto:cody@cafabrication.com) or cell @ 432.413.5586 or,

Coy Irwin at [coyirwin@hotmail.com](mailto:coyirwin@hotmail.com) or cell @ 432.413.0976