

# AMERICAN CONNEMARA PONY SOCIETY

Document Number: Awards PO15

Document Name: Responsibilities of Hall of Fame Committee Leaders



Work with the Over-All Chair to organize the Committee.

Have the current Policy, Guidelines and Application Form. Send necessary to members of the Selection Committee

Contact owners of ponies in the file to encourage updates.

Check and respond appropriately to all applications. Contact the Over-all Chair and Region Chairs to do recruiting if needed.

Soon after the July 1 deadline:

Check with the Membership Chair that owners are current ACPS members in good standing

Send applications out to Selection Committee members. *Work with them to achieve consensus. Leader may also vote.*

Early August:

Notify the winners and encourage them to come to the Awards Dinner. Send their applications to the Over-all Chair

Encourage non-winners to stay in the pipeline. Keep their applications in the file.

## Revision History

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