



AMERICAN CONNEMARA PONY SOCIETY

Document Number: REG/SEC PO 2

Document Name: Registrar/Secretary Procedures

Policy:

- The Registrar/Secretary is appointed by the Board, and serves at their pleasure, according to the By-Laws of the Society, and as described in the Registrar/Secretary's contract with the ACPS.
- These procedures serve as "Attachment A" to the Registrar/Secretary's contract.

Outline of Registrar/Secretary Procedures:

1. Receive and open mail
2. Answer requests for brochures/breeders' list, information for 4-H, FFA, judging teams, individuals, and many, many children. (Estimated about 300 to 500 per year)
3. TFC
 - a. Look over application for blanks, foaling date, stallion service certificate signature of owner
 - b. *For Purebreds: Assign TFC number for foal; Log on to Cal-Davis lab site and download DNA sample kit – inserting foal and owner information on kit. File TFC application until DNA sample is completed and results are emailed to secretary; enter information into computer program, print the TFC and Mail to owner.*
 - c. For Halfbreds: Enter information into computer program, print certificate address envelope and mail to owner.
 - d. Record check number/check writer/amount and what check is for in ledger book/Excel program
4. Permanent Certificates
 - a. Look over application if registering without TFC and determine whether owner is member.
 - b. Look over TFC certificate and see if updated information has been recorded (height/color/markings) any name changes, *check transfer information if applicable*
 - c. *If colt, make sure DNA sampling has been completed and fee paid*
 - d. Those purebred and halfbred Connemaras with TFC's will already be in the computer program – complete the update information and print the certificate.
 - e. f. Affix official Society seal over signature
 - f. Address large envelope, affix stamps, and mail
 - g. Record check number/amount/purpose
5. Transfers
 - a. Check back of certificate to see if new owner's address is listed, if not, send certificate back for proper information and signatures.
 - b. If all signatures and information are correct and fees paid, input new owner's information in the transfer files of the computer program
 - c. Sign and date certificate
 - e. Record transfer in notebook listing new owners and those ponies transferred in each studbook. (for easy reference in case computer is not available)
 - f. Address envelope, affix stamp, and mail.
 - g. Record check/money order number/amount/purpose

6. Farm name registrations
 - a. Check if farm name is not a duplicate
 - b. Prepare "certificate" on WORD program on computer
 - c. *Record farm name on list in computer*
 - d. Address envelope, stamp and mail
 - e. Record check
7. Name changes
 - a. Make change on original certificate
 - b. Input information and new name into computer program
 - c. Issue/print duplicate certificate
 - d. Address envelope, stamp, and mail
- 8 *DNA Sampling*
 - a. *Download paperwork from Cal Davis web site to be sent with DNA kit*
 - b. *Insert in business envelope and mail*
 - c. *Results of DNA Samples are emailed to office computer*
 - d. *File and record copy of DNA results in computer and print hard copy.*
9. Stud books:
 - a. Input information into computer
 - b. Proofread information
 - c. Prepare information for printer
 - d. Deliver and pick up books from printer
10. Secretarial Duties
 - a. Attend meetings
 - b. Minutes, write, copy, mail (twice per year)
 - c. Preparing proxies - write, have printed, mail, collect, and bring to meeting to be counted
 - d. *Provide mailing labels and check for postage to printer for mailing.*
 - e. Keep for year after meeting in case of questions
 - f. Help design and produce brochures and informative literature on the breed.
11. General duties.
 - a. Answer phone and provide information to people looking for specific Stallions/ponies for sale/breeders in their part of the country.
 - b. Answer phone requests for information about registering Connemaras and halfbreds
 - c. Explain how to transfer a pony
 - d. Explain how to register a pony
 - e. Discuss what a Connemara is, and how to find information on the breed.
 - f. Answer email on various questions.
 - g. Prepare and mail monthly report to current Treasurer on checks/money orders, received.
 - h. Bill treasurer for monthly salary and total reimbursement (cost of items purchased for Society
 - i.e. stamps, paper, office supply items)

Revision History:

Date:	Changes:	Author:
09/01/03	Revised format to ACPS Template	Charlie Morgan
1999	Created Attachment "A" to Registrar/Secretary's contract	Marynell Eyles
2004	Revised duties	Marynell Eyles
2008	Revised with computer program additions	Marynell Eyles
2008	Revised halfbred reg. procedure	Marynell Eyles