

AJPHC President :

Responsibilities:

- To uphold the duties of AjPHC President as outlined in the AjPHC By-Laws.
- Promote AjPHC whenever possible and funnel ideas, concerns and comments from members to the APHC Youth Advisor.
- Help to keep the AjPHC general membership informed about AjPHC activities.
- Submit monthly President's message for the Painted Post.
- Attend APHC General Membership Meeting, Youth Committee meetings and APHC meetings when able.
- Preside at all meetings of the Arizona Junior Paint Horse Club.
- Have a good working knowledge of parliamentary procedure.
- Submit agenda items for AjPHC meeting to the Youth Advisor.
- Submit information (articles, photos, puzzles or ideas) for the Painted Post.
- Read and strive to uphold the Arizona Junior Paint Horse Club By-Laws.

Per Article III. Officers and Duties, Section 3. President:

Section 3. President: The President shall be the chief executive of the AjPHC and shall preside and insure orderly conduct at all membership meetings of the AjPHC. The President shall see that the By-Laws, Rules and Regulations of the Arizona Junior Paint Horse Club are enforced and shall perform all other duties that may be prescribed from time to time. Shall be ex-officio member of all committees.

AJPHC Vice-President :

Responsibilities:

- To uphold the duties of AjPHC Vice-President as outlined in the AjPHC By-Laws.
- Promote AjPHC whenever possible and funnel ideas, concerns and comments from members to the APHC Youth Advisor.
- Help to keep the AjPHC general membership informed about AjPHC activities.
- Attend APHC General Membership Meeting, Youth Committee meetings and APHC meetings when able.
- Have a good working knowledge of parliamentary procedure.
- Submit agenda items for AjPHC meeting.
- Submit information (articles, photos, puzzles or ideas) for the Painted Post.
- Read and strive to uphold the Arizona Junior Paint Horse Club By-Laws.

Per Article III. Officers and Duties, Section 4. Vice-President:

Section 4. Vice-President: In the absence of the President, the Vice-President shall have the power and shall perform the duties of the President. Shall perform such other duties as may from time to time be assigned or prescribed.

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AJPHC Secretary :

Responsibilities:

- To uphold the duties of AjPHC Secretary as outlined in the AjPHC By-Laws.
- Promote AjPHC whenever possible and funnel ideas, concerns and comments from members to the APHC Youth Advisor.
- Help to keep the AjPHC general membership informed about AjPHC activities.
- Attend APHC General Membership Meeting, Youth Committee meetings and APHC meetings when able.
- Have a good working knowledge of parliamentary procedure.
- Submit agenda items for AjPHC meeting.
- Submit information (articles, photos, puzzles or ideas) for the Painted Post.
- Read and strive to uphold the Arizona Junior Paint Horse Club By-Laws.

Per Article III. Officers and Duties, Section 6. Secretary:

Section 6. Secretary: The Secretary shall keep the minutes of all meetings of the club and record member attendance at such meetings. Shall submit all official reports as required. Shall perform other duties as may from time to time be assigned or prescribed.

AJPHC Treasurer :

Responsibilities:

- To uphold the duties of AjPHC Treasurer as outlined in the AjPHC By-Laws.
- Promote AjPHC whenever possible and funnel ideas, concerns and comments from members to the APHC Youth Advisor.
- Help to keep the AjPHC general membership informed about AjPHC activities.
- Attend APHC General Membership Meeting, Youth Committee meetings and APHC meetings when able.
- Have a good working knowledge of parliamentary procedure.
- Submit agenda items for AjPHC meeting.
- Submit information (articles, photos, puzzles or ideas) for the Painted Post.
- Read and strive to uphold the Arizona Junior Paint Horse Club By-Laws.

Per Article III. Officers and Duties, Section 8. Treasurer:

Section 8. Treasurer: The Treasurer shall be responsible for chairing the Finance Committee, preparing financial reports and a budget under the supervision of the Youth Advisor. Shall perform such other duties as may from time to time be assigned or prescribed.

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AJPHC Historian :

Responsibilities:

- To uphold the duties of AjPHC Historian as outlined in the AjPHC By-Laws.
- Promote AjPHC whenever possible and funnel ideas, concerns and comments from members to the APHC Youth Advisor.
- Help to keep the AjPHC general membership informed about AjPHC activities.
- Attend APHC General Membership Meeting, Youth Committee meetings and APHC meetings when able.
- Have a good working knowledge of parliamentary procedure.
- Submit agenda items for AjPHC meeting.
- Submit information (articles, photos, puzzles or ideas) for the Painted Post.
- Read and strive to uphold the Arizona Junior Paint Horse Club By-Laws.

Per Article III. Officers and Duties, Section . Historian:

Section . Historian: The Historian shall record activities, events and meetings through writings, photos and/or video. Shall perform other duties as may from time to time be assigned or prescribed.