

**STATEMENT OF WORK • PURPOSE AND OBJECTIVE
updated 04/10/2025**

The subcontract labor force shall consist of a General Manager whose primary function is to identify and perform those tasks required to accomplish the objectives of the CGA Governing Board and the Board of Directors. The General Manager reports directly to the Board of Governors.

CGA's workload during the winter months is somewhat lighter. During this time the General Manager will implement changes needed to improve the systems and procedures that enable the CGA Office to operate with greater efficiency. The workload is heaviest during the months March through December. During these months, the General Manager may hire temporary office staff as needed. All labor will be included in the General Manager's wages and no office or administrative labor will be billed to CGA.

The subcontractor, will work to achieve a smooth transition to any new subcontractor or employee of CGA and will provide support for the new subcontractor.

The following is an outline of the tasks to be performed to meet CGA's objectives as currently defined. The listing of the tasks is not inclusive. The intent is to indicate the relative scope of the overall effort required of the General Manager.

**COMPUTERS, SOFTWARE, SCANNER, PRINTERS,
& OTHER REQUIRED PERIPHERAL EQUIPMENT**

1. Maintain and upgrade the equipment, hardware and software as needed for the efficient functioning of the office.
2. Research and develop new software as needed for use in both the districts and the state office. All CGA software is to be paid for by CGA and is owned by CGA.

Workload:

The State Office Procedures can be divided into daily, weekly, monthly, occasional and annual tasks.

ACTIVITIES TO BE ACCOMPLISHED BY THE GENERAL MANAGER

Daily

1. Pickup mail from PO Box. Open and process daily mail.
2. Read, respond to Mail, Email, Phone messages.
3. Answer phones Monday through Friday 8:00 – 4:00 PM .
4. Respond to all phone requests as needed.

Attachment 1

5. Mailed responses are sent out as needed.
6. Update and maintain CGA website.
7. Process Memberships, Awards, change of Address's and Change of registrations.
8. Post District Shows and print reports to send back to the districts.

Send out rider reports as requested by E-mail.

Weekly

1. Ensure all show packets received within the week have been posted.
2. Make a deposit each week of the weeks receipts (electronically) and write checks as needed.
3. Update Quick Books with the deposit and the checks written.
4. Process memberships – including add them to roster, CGA Database and mailing welcome packet.
5. Generate renewal notices.
6. Backup all critical files
7. Update Web page with current Awards, Reports and ROC standings.

Monthly

1. Reconcile Bank Statement.

Yearly

1. Send out District Contracts, personnel updates and status reports.
2. Plan and support the State Sponsored Shows; Jamboree, Northern and Spring Classic, State Championship Finals and the Annual Convention & Awards Banquet as needed, including printing and distributing entry forms, collecting ride fees, ordering awards, arranging advertising, equipment, personnel, and facilities as needed.
3. Make all necessary arrangements including meeting rooms, banquet rooms, meals and ordering all awards for Convention.
4. Make meeting space reservations for Board of Director and Board of Governor meetings as well as prepare and distribute agendas for all Board of Directors and Governing Board meetings.
5. Attend all Board of Governor meetings, take minutes and maintain Board of Governor correspondence file. Some Board of Governors meetings are held via Zoom.
6. Approve and pay for renewals of Arena Liability Insurance policy, Directors and Officers Liability Insurance Policy. Submit all show date additions and cancellations to the insurance throughout the show season.
7. File correct forms with the State Franchise Tax Board, and IRS. CPA will prepare taxes each year by May 1st. General Manager will provide the supporting documents to the CPA to prepare the taxes.

As Needed

- Update and print Rule Books, Information Manuals.
- Maintain and update all state office procedures
- Send BoG meeting minutes to BoD
- Revise CGA forms (membership, year-end, etc.).

General:

The California Gymkhana Association State Office exists only to serve the CGA members, riders and Board of Governors.

The State Office provides record keeping and documentation of memberships, times, Judges, Districts and awards programs.

In addition, the State Office provides advertising of the district shows, processes and deposits all funds and handles the ordering and payment of all awards.

The State Office provides the main support for the five State Sponsored CGA functions that occur each year. They are: Jamboree, The Southern and Northern Spring Classics, The State Championship Finals and the Annual Convention and Awards Banquet.

The State Office does not make policy but only implements policy as directed by the Governing Board and Board of Directors. The State Office has no authority to make exceptions or alter policy in any manner. Any requests to change, alter or grant exceptions must be made to the Board of Governors.

Tasks broken down by month

January

- Printout Year End Reports and Balance Sheet from QuickBooks and contact CPA to file CGA Tax Returns
- Send 1099s (Include any Jackpot/Match Race/ Record Breakers/ Supreme Awards payments totaling more than \$600 for the fiscal year. Use QuickBooks to generate report).
- Plan and prepare first State Show Planning meeting – usually held in February.

February

- Make sure you have the website updated to include entry forms and write ups for Northern and Southern Classics.
- Attend State Show Planning meeting.

March

- Arrange for Northern & Southern Classic Awards, Ribbons.
- Verify Arena rental dates and contract for State Show
- Assist State Show Managers in all phases of preparation for the show.
- Send out notice of application for Royal Court (close in May)

April

- Start file for Northern & Southern Classic entries
- Print State Show Premium booklet and entry forms.
- Provide check to Secretary of Southern and Northern Classic.

May

- Provide show files, etc. to Secretary of Southern and Northern Classic.
- Do a random drawing for Queen and court. Publish Queen and Princess results. Send correspondence to all that participated to let them know the outcome.
- Make final revisions to State Show Program and send to printer
- Print State Show entry forms
- Begin State Show file. Entries will start arriving this month.
- Process State Show entries.
- Start State Championship Show file, U-Barn and Large Corral log.
- Finalize State Show Awards, Souvenirs, Ribbons etc.

June

- Verify Convention location arrangements. Publish the Agenda for State Show Board Meeting.
- Process State Show entries.

July

- Process State Show entries.
- Finalize State Show entries.
- Prepare script for Grand Entry.
- Attend State Show (10 days). Act as Office Manager and Administrator.
- Set up and reserve dates for following year's State Show with facility where show will be held.
- Order awards and ribbons for fall Jamboree.
- Start organizing order for year-end awards once all District shows for season are processed.

August

- Close out prior season and start files for new season.
- Order Year End Awards no later than August 15th.

September

- Advertise the Convention Location and contact number for reservations on the website.
- Arrange for delivery to the CGA Office of all awards no later than the last week of October. This is essential in order to allow enough time for inventory.
- Send letter to all ROC & Senior Elite recipients inviting them to convention.
- Reserve DJ for Convention dance.
- Open Officer and Director nominations 90 days before elections and close nominations 45 days before elections. Mail absentee ballots to all members over the age of 12 that request them either by mail or email.

October

- Inventory all awards. Make sure everything is correct, spelling of names on jackets, wording on awards etc.
- Start seating chart for convention and keep track of dinner orders. Assign tables on first come best table basis.

November

- Finalize Convention arrangements with hotel, verify rooms for President and GM.
- Create Awards lists for announcer, and awards secretaries.
- Attend Convention and act as Convention Chairperson.

December

- Mail out awards that were not given out at Convention for the members that have sent in the postage fees.
- Revise and update all documents & procedures approved at Convention including all new Board of Governors and Board of Directors elected at Convention.
- Review past season. Make recommendations to Governors and Directors for possible improvements in CGA programs and policies.

Attachment 1

For reference, the current CGA office occupies approximately 400 square feet and requires approximately 1000 square feet of storage space for archives, documents and equipment. There are also 2 trailers and 2 arena groomers that will need to be stored so it is the responsibility of the General manager to make arrangements for that.

Attachment A - Inventory of Computers, scanners, copiers, printers and office furniture belonging to CGA as of April 10, 2025.

Office Furniture

One gray metal five drawer file cabinet. One tan metal four drawer file cabinet. One metal, legal size four drawer, tan file cabinet. One metal, legal size three drawer, tan file cabinet. Large gray metal storage cabinet.

Office Equipment

- One Brother HL-L2360DW printer.
- One HP Office Jet Pro 9135e printer
- One Dell laptop computer.
- One Acer Laptop used for CGA State Show Software only.
- One double axel 16-foot cargo trailer
- One double axel 12-foot cargo trailer registered to CGA.
- One cash register – though I no longer use.
- Miscellaneous letter holders, crates, file boxes, in-out bins, paper, envelopes, folders, hanging files, lamps and office supplies.

State Show Equipment

Stall Panels, arena gates and panels, 2 arena groomers, radios, sound system, misc. arena event equipment.

Software Owned by CGA-already installed on CGA Dell Laptop

- dBase for Windows
- CGA district and State software. These programs are owned and copyrighted by CGA.
- QuickBooks (financial software)
- Microsoft Office
- Miscellaneous software that came bundled with laptop.