**Points Secretary**

Updated: December, 2018

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| Job or Activity: Points Secretary | Person Responsible: Marlene Moss, points@pner.net |
| Elected or Appointed? appt | When? 2018 |
| Specific Qualifications? yes | If so, what are they? Database understanding is helpful |
| If this is a committee, list other members | NO |
| Other positions interface with this one. | IT/Webmaster, Membership, Awards Coordinator, Newsletter publisher |
| By-laws Description: | **Section 6. Points Secretary.** It is the duty and responsibility of the Points Secretary to record and maintain clear and accurate records of the points and miles for all ride results from all recognized events that are received; to return ride results to the ride manager for necessary correction of results; and to supply the standings for PNER year-end awards for publication in the PNER Newsletter. |
| Expected monthly time commitment: | During ride season: 1-3 hours/weekImmediately after ride season: 5 hours/weekOtherwise: <1 hour/week |
| Basic Responsibilities:* Set up rides in Ride Management tool with correct mileage, region, ride manager, and date
* Receive or retrieve ride results from ride manager or ride secretary
* Modify as needed to upload via Ride Results tool, contact submitter as needed to correct obvious mistakes or omissions. Save original and modified data in Dropbox/PNER Website/Ride Results/20XX PNER Ride Results
* Upload data, verify supplied data was uploaded correctly
* Notify membership (via FB members and public groups) that results are posted and that riders have 30 days to correct any errors (typical errors are typos of horse or rider name, incorrect match to PNER number, rider changed horse after pre-entry, incorrect matching of horse or rider by upload software if minimal data was provided, and rarely, incorrect placings, time, or completion
* Verify at a high level that ride data is calculated correctly toward year-end awards, work with Awards Coordinator and Webmaster to make sure standings are correct.
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