

OHC COUNTY CHAPTERS A FEW REMINDERS!

To make life easier for your state committees and officers, please remember:

1. By January 15th of each year, send the state Recording Secretary a current list of your chapter officers, including their name, address, telephone number and e-mail address.
2. Send the state Recording Secretary a current e-mail address to which the state may send information, inquiries and notices of interest to your chapter.
3. By January 31st of each year, send the state Trail Mileage Committee Chair a list of your chapter's members' trail mileage and maintenance hours worked for the previous year.
4. At least twice each month, send the state Treasurer all completed and signed member applications. An OHC membership does not commence or renew until the proper form of application, fully completed, signed by the member and accompanied by payment of dues, is received by the OHC.
5. Please use the current official OHC forms for membership and all other reporting. These forms can be found in the OHC Newsletter and on the OHC website.
6. Give each new member a welcome packet which includes a copy of the OHC By-Laws and Standing Rules, an OHC decal, a membership card and any additional information that your chapter wishes to include.
7. Follow the OHC By-Laws to operate your chapter. Communicate regularly with your members. Provide adequate notice for meetings. Record and maintain minutes of your meetings.
8. Visit the OHC website often for news and information concerning national, state and local matters of interest to the membership and the equine community.
9. Send one or more members of your chapter to each state OHC general membership meeting, and to your region's meetings. Stay informed and make your chapter's voice heard!

Thanks,

OHC Executive Cabinet