



## Chapter Reminders

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Document owner: State OHC President

Contact info: [president@ohconline.com](mailto:president@ohconline.com) or go to 'Contact Us' to find current committee chair phone number.

### OHC COUNTY CHAPTERS .... A FEW REMINDERS!

To make life easier, please remember these important deadlines:

#### BY DECEMBER 31 EACH YEAR:

- Make every effort to get members renewals by end of year. The equine liability insurance runs along with OHC membership so it is important to renew members so they can retain the insurance beginning January 1.

#### BY JANUARY 15 EACH YEAR:

- Send the state Recording Secretary a current list of your chapter officers, including their name, address, telephone number and e-mail address. [secretary@ohconline.com](mailto:secretary@ohconline.com)
- 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. [secretary@ohconline.com](mailto:secretary@ohconline.com)

#### BY JANUARY 31 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. For trail mileage send to [trailmileage@ohconline.com](mailto:trailmileage@ohconline.com)
- Send the state Trail Work Hours Committee Chair a list of your chapter's members maintenance hours worked for the previous year. For maintenance hours send to [trailhours@ohconline.com](mailto:trailhours@ohconline.com).

#### TWICE A 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. [treasurer@ohconline.com](mailto:treasurer@ohconline.com). Using online signup through the website can remove this paperwork.
- Use the current official OHC forms for membership and all other reporting related to memberships. These forms can be found on the OHC website or go to 'Contact us' to get the name of the current OHC state officer or committee chairperson .

#### ATTENDANCE AT STATE (March/November) AND REGIONAL MEETINGS (annually):

- State memberships meetings are held twice a year in March and November. Please send at least one officer to these meetings. Regional meetings are held on a regular basis and chapter officers should attend these meetings to keep aware of events and news that could impact the chapter and its members.

**OTHER REMINDERS:**

- 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. Make contact with the new member within a few weeks of their joining your chapter.
- 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.
- Visit the OHC website often for news and information concerning national, state and local matters of interest to the membership and the equine community.

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