

## SDHA Manager Job by Month

### Each Month

- Develop content creation for social media
- Forward financial information to bookkeeper in timely manner
- Send website updates for upcoming events, forms, registration links

### January

- Open Scholarships
- Advertisement coordination for radio ads
- Promote member's Bull Sales advertised on social media and email
- Set up plans for Excellence sale and Annual banquet based on feedback from committee, board and guests
  - Banquet Hall, Sale Facility, Vendors
  - Develop the coming year's timeline for consignors
  - Set up hotel room block in Brookings for Annual meeting and Excellence Sale

### February

- Advertisement coordination for radio ads
- Promote member's Bull Sales advertised on social media and email
- Attend Watertown Winter Farm Show
- (Tour year) Work with Tour Committee to organize details and contact hosts

### March

- Advertisement coordination for radio ads
- Promote member's Bull Sales advertised on social media and email
- Close and collect Leibel and Schlosser scholarship applications and send to committee
- (Tour year) Continue planning tour with committee and hosts

### April

- Set up Dakotafest Volunteer Form
- Email the Dakotafest Meal Ticket buyers
- Set up Dakotafest Online meal ticket order form
- Renew and set up Faireentry for summer shows
- Plan and set up details for summer activities in coordination with SDJHA and SDHA board
- Find and hire Futurity and Special Judges
- Reserve hotel room for Special Judge
- Confirm Ultrasound Technician and schedule for Carcass Contest
- Send newsletter highlighting summer/info/registration
- (Tour year) Coordinate Tour book with designer and tour hosts

### May

- Promote Summer events on social media and email
- Field calls/emails regarding events
- (Tour year) Send Tour book to print so it's ready for Field Day

### June

- Represent SDHA at the SDJHA Field Day if possible
- Promote Summer events on social media and email
- Field calls/emails regarding events
- Make contact DakotaFest vendors
- Secure Dakotafest meal price with board

- Send postcard to past DakotaFest ticket customers

## July

- Dakotafest
  - Secure Dakotafest Ribeyes
  - Take inventory of previous years left over supplies
  - Purchase supplies
  - Track, print and mail meal ticket orders
  - Send reminders for volunteers to sign up for work days
- Line up volunteers for Summer Events
- Represent SDHA at the SD Summer Spotlight and work in coordination with SDJHA Advisors for the Futurity and Special if still held the same weekend
- Host the Futurity, Special and Carcass Contest
  - Volunteers, Check-in, programs, announce the show, payouts
- Send newsletter
  - Dakotafest reminders
  - Banquet
  - Excellence Sale Information (enclose entry forms)
  - Silent Auction items
  - Board replacements

## August

- Dakotafest
  - Organize volunteers
  - Set up and tear down
  - Track, print and mail meal ticket orders
- Coordinate State Fair Open Show volunteers

## September

- Excellence Sale
  - Collect entries from consignors
  - Coordinate catalog design
  - Coordinate pictures and videos
  - Coordinate advertising and promote on social media
  - Order ear tags, stall cards, bedding
- Plan details for the Annual Meeting & Banquet

## October

- Excellence Sale
  - Catalog to print
  - Line up volunteers for Excellence Sale, including vet, auctioneer, ringmen, clerks
  - Finalize sale facility set up
  - Communicate final details with consignors
  - Confirm necessary supplies are in for sale
- SDHA Banquet
  - Order awards
  - Review details and responsibilities with board
  - Develop and print script and programs
  - Collect RSVPs for meal count
  - Review room set up with facility manager
  - Decide meal fee based on meal cost
- Annual Meeting
  - Review details and responsibilities with board

- Develop meeting materials, reports and printing

#### November

- Manage all preparation and day of coordination for Banquet, Excellence Sale and Annual Meeting
- Excellence Sale
  - Set up and tear down
  - Check-in consignments, collect health papers and outstanding fees
  - Health papers for vet
  - Distribute stall cards and ear tags
  - Host consignor meeting to review price floors/ceilings and overall sale items
  - Develop sale order with Chisum Peterson (Auctioneer) and Alex Acheson (AHA)
  - Transfer registration papers for breeders/buyers immediately after sale
- Send bookkeeper list of vendors and costs from banquet and sale
- Prepare reports, or have board members prepare some for the Annual Meeting

#### December

- Send event dates to bookkeeper and Jill Hotchkiss for the directory
- Send membership radio advertisement information