

Addendum A

Elected Officers Specific Duties

Sheriff:

- The Sheriff ensures that all elected and appointed positions remain filled
- Ensures that officers have the information and resources to perform their jobs

Deputy Sheriff:

- Encourages and submits award applications to Westerners International
- Nominates officer candidates for November election

Recorder of Marks and Brands:

- Keeps the minutes of each monthly Campfire
- Maintains the Range Rules and Corral archive and forms, membership applications, Corral flyers and current Ranch Hand Roster
- Receives and forwards all Corral correspondence
- Forwards the current roster of officers together with dues to Home Ranch
- Reports and receives monies as needed for postage, supplies and document reproduction
- Makes disbursements for Keeper of Chips, if necessary
- Provides a membership roster to the Corral for correction periodically
- Prepares badges for all Ranch Hands and has them available at the Campfires.
- Is a secondary signer on Corral financial accounts
- Maintain the Official Corral copy of the Range Rules

Keeper of the Chips:

- Primary signer on Corral financial accounts
- Collects the dues of Ranch Hands
- Collects the dues and membership applications from new Ranch Hands and delivers the applications to the Recorder of Marks and Brands
- Provides report with opening and closing balances including monthly collections and disbursement to all officers at business meeting
- Maintains the Corral bank accounts and balances the books in a timely manner
- Sign all checks and make disbursement
- Maintains a membership dues status roster

Corral "Rep":

- Representative to the Home Ranch, other corrals and to other historical associations within Cochise and surrounding counties
- Advisor to the Sheriff on requirements of the Home Ranch

Addendum B

Volunteer Positions

Trail Boss:

- Plans for at least 4 outings per year
- Determines schedule with meeting points, carpools, meal breaks, fees, etc.
- Provides advanced notice 2 months prior to Corral
- Arranges permissions and speakers/hosts as needed

Roundup Foreman:

- Arranges monthly speakers and programs
- Assures necessary equipment and support for presentations are available
- Pays for the speaker's dinner with reimbursement
- Introduces the speaker
- Provides advance notice of upcoming speakers to all members
- Provides a copy to Recorder of Marks and Brands for the minutes

Bounty Trader

- Acquires, with reimbursement, items to be offered for the raffle
- Sells raffle tickets before and at the break of the campfire
- Conducts the drawing by having the speaker draw the tickets after presentation
- Surrenders money collected to Keeper of the Chips

Faro Dealer

- Sets up Faro Table (library) at campfires and maintains record of loaned material
- Reports at each campfire on articles or books of interest

Bartender

- Provides snacks for the campfire with reimbursement

Statutory agent

- Keeps the state corporation commission informed of the agent's contact address changes
- Advise during November Business Meeting of annual report and transmit file

Ink Slayer

- Editor for any publications that might develop

Addendum C

Campfire Agenda

- Call to Order (Ringing of Cow Bell)
- Pledge of Allegiance
- Greeting of Old Joe
- Introduction of Visitors
- Trail Boss Report of Coming Trail Rides
- Roundup Foreman Report of Next Month's Program
- Telegrapher's Report of Coming Events Around the County
- Corral Rep's Report of Events and Interactions
- Faro Dealer's Report on Books
- Cowboy Poetry Reading
- Five Minute History (No more than 5 minutes!)
- For the Good of the Corral (Members Sharing and Comments)
- Bounty Trader promotes Raffle
- Break (not less than 5 minutes nor longer than 10) Snacks and Faro Table in Lobby!
- Call to Order
- Roundup Foreman Introduces the Program and Guest Speaker
- Roundup Foreman thanks the speaker and calls for raffle drawing
- Bounty Trader has speaker select raffle tickets
- Sheriff Closes Campfire and Refreshments from the Chuckwagon.

Addendum D

Business Meeting Agenda

(A quorum will be met with 3 of 5 voting officers in attendance)

- Reading of the Minutes
- Report on the Chips
- Old Business
- New Business