

Utah Cutting Horse Association Affiliate Secretary Position

The Utah Cutting Horse Association is accepting letters of interest and resumes for our Affiliate Secretary position. This paid position does require a year-round commitment from the candidate. The time spent monthly will vary dependent on our show schedule and needs of the affiliate.

Duties and responsibilities do include but are not limited too.

1. Managing and maintaining all financial records of the UCHA
2. Year End Tax prep
3. Assisting with scheduling events, facility contracts, submitting applications into NCHA
4. Scheduling travel and hotel for judges
5. Working with the show secretaries to validate entries and collect financial data for the affiliate

The successful candidate does not need to be an NCHA Certified Show Secretary, however having an affinity for cutting and understanding the cutting horse world is beneficial. A full list of duties can be requested as needed by any interested applicant.

Interested candidates can submit their letter of interest and resume for this position to:

Matt Porter – porterhorse8@yahoo.com or Dave Whitaker – dwhitaker@pigcorp.com by August 15th 2022. All applications will be presented to our board of directors and interviews will follow.