

**JOB DESCRIPTIONS**

**FOR**

**OFFICERS, BOARD, AND COMMITTEE CHAIRS**

**OF THE**

**SOUTHERN SKIES**

**FLAT-COATED RETRIEVER**

**CLUB, Inc.**

<b>Rev</b>	<b>Date</b>	<b>Who</b>	<b>What</b>
	4/11/10	KL	First draft for comment
2	7/14/10	KL	Combined comment revisions
3	7/17	JTS	More Revisions!
4	7/18/10	JB	Updated job descriptions for the Membership Secretary and Newsletter Editor regarding maintaining the membership list and e-mail group.
5	7/19/10	JTS	Final, Approved

## 1.0 INTRODUCTION

The purpose of this document is to summarize the Job Descriptions for the Southern Skies Flat Coated Retriever Club, Inc. Officers, Board, and Committee Chairpersons. The Southern Skies Flat Coated Retriever Club, Inc, will hereafter be known as the Club, or the SSFCRC. The intention is to collect these job descriptions so that each person knows what each job does and does not involve. This will facilitate transitions each year as well as help ensure that all jobs are covered.

This document is intended to summarize those duties identified in the By-laws and expanded on them as approved by the Board. The Board has the authority to modify the Job Descriptions, as required, for the smooth operation of the Club and its events. These Job Descriptions are less binding than the Job Descriptions provided in the By-laws, which must be voted on by the general membership.

This document is the companion document to by **By-laws** and the **Policies and Procedure** Documents of the SSFCRC.

## 2.0 OFFICERS

All officers of the Club are responsible for promoting the Objectives of the Club as identified in the **By-laws**. All officers of the Club must also be members in good standing of the Flat Coated Retriever Society of America. In addition, Officers of the Club are expected to:

- a) Attend Board and General Membership meetings,
- b) Actively participate in EMAIL discussions and respond to votes in a timely manner;
- c) Ensure that the **By-laws** and **Policy and Procedures** are followed in the course of club business,
- d) Update the **Policy and Procedures** as necessary,
- e) Perform specific duties as detailed below.

### 2.1 President

The President's responsibilities are as follows:

- a) Shall preside at all meetings of the Club and of the Board
- b) Shall have duties and powers normally pertaining to the office of President.
- c) Provide a tie-breaking vote, as required, during Board votes,
- d) Provide a President's letter, as required, for each Club Newsletter,
- e) Review the SSFCRC Report to the FCRSA quarterly newsletter written by the Recording Secretary,
- f) Provide an Annual Report to the FCRSA,
- g) Arrange date, time, and location of each Board and Membership meeting,
- h) TBD

## **2.2 Vice-President**

The primary role of the Vice-President is to act in place of the President in the event of the President's absence, disability, or at the request of the President.

## **2.3 Treasurer**

The duties of the treasurer are as follows:

- a) Collect all monies due, or belonging to the Club;
- b) Keep full and accurate accounts of all receipts and disbursement;
- c) Deposit all monies and other valuables in depositories designated by the Board of Directors;
- d) Work with the Sunshine Committee Chairperson to ensure that the FCR Foundation memorials for deceased members' dogs are paid in a timely manner;
- e) Submit a minimum of 2 reports to the Newsletter Editor for printing in the Club's quarterly newsletter (the annual treasurer's report should be printed in the Winter Newsletter);
- f) Present reports of the Club's funds on hand at the most recent month end date and for the most recent month, quarter or year period at all Board and membership meetings;
- g) Receive all budgets for Club events from the Event chairperson(s) and review the budget in conjunction with the Board.
- h) Pay all bills of the Club in a timely manner; and
- i) Make the financial records of the Club available at any time to the Board of Directors; and
- j) Present a full accounting of all moneys received and disbursed during the calendar year starting January 1 and ending December 31 at the annual general meeting.

## **2.4 Membership Secretary**

The duties of the Membership Secretary are as follows:

- a) Receive membership and membership renewal forms and payments.
- b) Provide new member information to the newsletter editor as new members are added to the club.
- c) Forward payments received as dues to the Treasurer in a timely manner.
- d) Notify the newsletter editor when payments dues are received.
- e) Issue information packages/membership applications upon request.
- f) Make the Board aware of new member requests as they happen.
- g) Provide new member synopsis to newsletter editor.
- h) Provide membership report at board meetings (Current membership count, New members, Inquiry count)

- i) Supply applications for the SSFCRC to FCR breeders in the area to put in their puppy packs
- j) Supply a pack for new members

## 2.5 Recording Secretary

The responsibilities of the Membership Secretary are:

- a) Keep record of all meetings (including conference call meetings) of the Club
- b) Provide Board Meeting Minutes for inclusion in the Newsletter
- c) Provide General Membership Meeting Minutes for inclusion in the Newsletter
- d) Provide a SSFCRC Report to the FCRSA newsletter
- e) Provide Board EMAIL vote summaries for inclusion in the Newsletter
- f) Issue annual meeting notices at least 30 days prior to meeting
- g) Issue emails for upcoming conference calls a week in advance
- h) Issue meeting notices as required for special events
- i) Have a working knowledge of the Constitution, By-Laws, and Policies of the SSFCRC as well as the FCRSA.
- j) Coordinate with all committee chairs to ensure that reports are available for meetings
- k) At the Annual Meeting, provide a summary of all motions and votes.
- l) Keep a list of all board members, officers, committee chairs, and committee members
- m) Provide information, as requested, to the newsletter and website editors
- n) Provide an Annual Report to the FCRSA prior to the National Specialty
- o) Keep a Calendar of Events for the past year

## 3.0 BOARD MEMBERS

Like the Officers, the Board Members are responsible for promoting the Objectives of the Club as identified in the By-laws. They also must be members in good standing of the Flat Coated Retriever Society of America. In addition, Board Members are expected to:

- a) Attend Board and General Membership meetings,
- b) Actively participate in EMAIL discussions and respond to votes in a timely manner;
- c) Ensure that the **By-Laws** and **Policy and Procedures** are followed in the course of club business,
- d) Update the **Policy and Procedures** as necessary.
- e) Hold at least one Committee Chair or Committee Member position.

## 4.0 COMMITTEE CHAIRPERSONS

Like the Officers, the Committee Chairpersons are responsible for promoting the Objectives of the Club as identified in the **By-laws**. In general, each has been assigned a particular Objective of the Club for promotion as follows.

#### **4.1 Field**

The Field Chairperson is assigned the responsibility for promoting the Flat-Coated Retriever as a working dog. To that end, it is the responsibility of the Field Chairperson to:

- a) Encourage members to participate in Field work with their dogs,
- b) Coordinate training sessions for new and experienced members,
- c) Provide a Field Report for the Newsletter for the Winter (2/15) and Summer (8/15) issues,
- d) Keep Webmaster aware of all upcoming events
- e) Advertise all upcoming events in all available media (SSFCRC Website, breed lists, etc.)
- f) Encourage sportsmanlike conduct at Hunt Tests and Field Trials,
- g) Coordinate with other FCRSA local clubs and other local Retriever clubs in offering Working (WC/WCX) and Hunt Tests,
- h) Coordinate as Regional Representative to National Field committee and provide a quarterly report to the FCRSA Newsletter.

#### **4.2 WC/WCX**

The WC/WCX Chairperson is assigned the responsibility for organizing the event. To that end, it is the responsibility of the WC/WCX Chairperson to:

- a) Encourage members to participate in the WC/WCX,
- b) Assign a Test Secretary and Co-Test Secretary,
- c) Assign a Trial committee for the day – to include a GRCA representative, if including Golden Retrievers
- d) Secure insurance from the National Club for the events
- e) Keep Webmaster aware of all upcoming events
- f) Provide a budget to the Board for approval.

#### **4.3 Sunshine**

The Sunshine Chairperson is assigned the responsibility for implementing the Club's Sunshine Policy as detailed in the **Policy and Procedures** document.

#### **4.4 Obedience**

The Obedience Chairperson is assigned responsibility for promoting the Flat Coated Retriever as a versatile companion dog. To that end, it is the responsibility of the Obedience Chairperson to:

- a) Encourage members to participate in Obedience with their dogs;
- b) Coordinate training sessions for new and experienced members;
- c) To provide an Obedience Report for the Newsletter for the Spring (5/15) and Fall (11/15) issues;
- d) To encourage sportsmanlike conduct at obedience trials;

#### **4.5 Rescue**

It is the responsibility of the Rescue Chairperson to coordinate regional Rescue activities as identified in the FCRSA Rescue policies. To that end, it is the responsibility of the Rescue Chairperson to:

- a) Interact with other Regional Rescue Coordinators on a case by case basis;
- b) Send picture of potential rescue to President for verification before sending to National Coordinator;
- c) Abide by the rules of the FCRSA Rescue committee
- d) Work with National Coordinator to advertise dog
- e) Provide a Rescue Report for the Spring (5/15) and Fall (11/15) issues of the newsletter.
- f) Maintain a database of prospective foster homes.
- g) Solicit boarding kennels that will give a discount to rescue.
- h) Solicit veterinarians that will give a discount to rescue.
- i) Maintain a database of people who can go into a shelter and evaluate a dog. If unable to evaluate the dog they should be able to take photographs and forward them to the rescue chair
- j) Have a network with other rescues, as they are a valuable resource.
- k) Have a network of volunteers who would be willing to transport dogs.
- l) \*\*\*Important: Also, to not go "looking" for FCRs at sites such as Petfinder

#### **4.6 Agility**

The Agility Chairperson is assigned responsibility for promoting the Flat Coated Retriever as a versatile companion dog. To that end, it is the responsibility of the Agility Chairperson to:

- a) Encourage members to participate in Agility with their dogs;
- b) Coordinate training sessions for new and experienced members;
- c) Provide an Agility Report for the Newsletter for the Spring (5/15) and Fall (11/15) issues;
- d) Encourage sportsmanlike conduct at agility trials;

#### **4.7 Conformation**

The Conformation Chairperson is assigned responsibility for promoting the Flat Coated Retriever as a show dog. To that end, it is the responsibility of the Conformation Chairperson to:

- a) Encourage members to continually learn about breed type and conformation;
- b) Keep members abreast of ALL upcoming breed shows and seminars;
- c) Urge members and breeders to accept the standard of the breed as approved by the AKC as the only standard of excellence by which Flat Coated Retrievers shall be judged;
- d) Provide a Conformation Report for the Newsletter in the Winter (2/15) and Summer (8/15) issues;
- e) Coordinate handling and grooming seminars on an as-needed basis;
- f) To encourage sportsmanlike conduct at dog shows;

#### **4.8 Supported Entry**

The Supported Entry Chairperson is assigned responsibility for organizing our Supported Entry. To that end, it is the responsibility of the Supported Entry Chairperson to:

- a) Establish where the Supported will be held;
- b) Meet with Show Chair of chosen kennel club;
- c) Advertise the event via email and National club's newsletter;
- d) Provide a Budget to the Board for approval;
- e) Work hand in hand with Supported Entry Trophy Chair and Hospitality Chair;
- f) Organize the Silent Auction and/or Raffle – i.e., get contributions for items from members, etc., make Silent Auction sheets for the day.

#### **4.9 Supported Entry Trophy**

The Supported Entry Trophy Chairperson is assigned responsibility for organizing the trophies. To that end, it is the responsibility of the Supported Entry Trophy Chairperson to:

- a) Provide a budget for buying all trophies
- b) Working hand in hand with Supported Entry Chairperson and committee to choose trophies;
- c) Promote Trophy donations by advertising them to the club, via email and the National newsletter;
- d) Collect money for Trophy donations and forward them to the Treasurer.
- e) Set up trophies at the Supported and hand them out as the winners leave the ring;

#### 4.10 Newsletter

The Newsletter Editor is assigned the responsibility for fostering communication throughout the local Flat Coated Retriever community via publishing the Newsletter. To this end, it is the responsibility of the Newsletter Editor to:

- a) Generate and distribute the SSFCRC Official newsletter quarterly, as described in the ***Policy and Procedures*** Document;
- b) Work with the Board to develop and update the Policies and any additional guidelines to ensure timely and complete newsletters;
- c) Making all members aware on a monthly basis that information for the newsletter is always needed.
- d) Work in conjunction with the Web Committee and Membership Secretary.
- e) Serve as the single point of contact for all newsletter and web submissions, and for all formal club communications.
- f) Keep and maintain the membership database.
- g) Invite new members to join the SSFCRC e-mail group.
- h) Maintain the SSFCRC Membership e-mail group.
- i) Provide reports from the membership database to Board Members and Committee Chairs as requested.

Note that the Newsletter Editor is responsible for collecting a large amount of information from a great many people. Skills of persistence and persuasion are essential 😊

#### 4.11 Web

The Web committee is assigned the responsibility of fostering communication throughout the local Flat Coated Retriever community by:

- a) Update and maintain the SSFCRC Web site as described in the ***Policy and Procedures*** Document;
- b) Works in conjunction with the Newsletter/Webletter committee

#### 4.12 Ways & Means

The Ways & Means Chairperson is assigned the responsibility for:

- a) Providing merchandise for fund-raising and Club awareness, as described in the ***Policy and Procedures*** Document

#### 4.13 Incorporation and Insurance

The Incorporation and Insurance Chairperson is assigned the responsibility for:

- a) Organizing and implementing the SSFCRC incorporation and insurance,
- b) This includes safe-guarding yearly documentation and requesting any monies due to keep the incorporation and insurance current.

#### **4.14 Awards Committee**

Awards Committee is assigned the responsibility for:

- a) Development, maintenance, and administration of club sponsored awards.
- b) New awards:
  - a. Members in good standing may suggest a new award to by submitting a written proposal to the Awards Committee. The written proposal should include the type of award, who the recipient of the award would (member or dog), recurrence (annual, semi-annual, etc), and if the award is in memory of a special person or dog. The Awards Committee will review the proposal and present to the Board of Directors for review. If the Board determines this is an award is appropriate, the proposal shall be submitted to the membership for voting, at the next General Meeting.
- c) Current awards (These awards will be presented in accordance with the procedures outlined in the Policies and Procedures Document:)
  - a. The Lucy Award
  - b. The Joan B. Dever Memorial Award
- d) Historical information for all SSFCRC awards shall be kept by the Recording Secretary, and will be maintained on the SSFCRC website.

#### **4.15 Annual Ribbon Committee**

The Annual Ribbon Chairperson is assigned the responsibility for:

- a) Accumulating member title information and ordering annual ribbons, as described in the ***Policy and Procedures*** Document

#### **4.16 Education Committee**

The Education Chairperson is assigned the responsibility for:

- a) Organize educational events, as described in the ***Policy and Procedures*** Document