



**AMERICAN
KENNEL CLUB®**

Parent Club Best Practices

Committees

GOAL of Committees: To advance the work of the club in various matters relevant to the club's business

How are Parent Club Committees Established

- How Appointed – consult your bylaws
 - Appointed by President with Board approval or
 - Appointed by Board
 - Chosen by election. Some clubs may require that the membership elect the delegate or the nominating committee
- How are the chair and members of the committee selected?
 - Consult the bylaws or standing rules.
 - May vary by committee
 - Members selected by the Board or the Chair?
 - Is there criteria for serving on each committee? Club rules can establish reasonable criteria for each committee
- Dissolved –
 - Consult your bylaws for standing committees
 - Are there any term limits established by bylaws or club rules?

Types of Committees

- Standing – Have a continuing existence.

- The members serve for a term corresponding to that of the officers, or until their successors have been chosen, unless the bylaws or club rules otherwise expressly provide.
- Usually, one of the first item of business for a new board is to appoint committee composition
- Special – Appointed for a Specific Task
 - They cease to exist once the committee has completed the task,
 - Generally, when the final report is made, they cease to exist.

How to efficiently use committees

- If you appoint committee members who are not on the board, you have
 - Spread the workload to more members
 - Gotten additional input from members
 - Received more specialized information from members with educational or technical experience in the area
- Board retains oversight of the committee through periodic reports and full discussion with the board

Commonly used committees

- Health and Genetics
 - Recommends Health Testing Best Practices
 - Conducts Member Health Surveys
 - Stays on Top and Reports on Significant Health Studies
 - Recommends Studies for Members to Participate In
 - Conducts a Health Education Seminar at least annually
 - Provides articles in club publications
- Membership
 - Reviews and moves membership applications through the by-law process
 - Makes recommendations as to types of memberships when bylaws are being reviewed
 - Makes recommendations for modifications to membership applications
 - Conducts membership building events when needed
 - Sends completed records to secretary and/or club historian/archivist
- Club Honors & Awards
 - Determines awards club will recognize annually
 - Examples include – ROM, Hall of Fame, Breeder Level Awards, Performance Level Awards, Junior Awards
 - Conducts annual award application

- Works with other committees in the review process
 - Makes recommendations as to type of award
 - Provides an article of recommendations or surveys to membership when needed
- National/Parent-club Specialties
 - Appoint knowledgeable show chair
 - Event Specific Show Committee
 - Trophies/Ribbons
 - Vendors
 - Grounds
 - Hospitality (judges and exhibitor)
 - Discipline
 - Special Events such as Top 20
 - Performance Events
 - Event Communication
 - NSOC (National Specialty Oversight Committee)
- Breeders Education
 - Determines type of education needed through anecdotal or survey gathering
 - Offers annual event at national
 - Conducts webinars more frequently and as needed
 - Establishes a mentoring program for new exhibitors, breeders
 - Has a member breeder social media discussion group
 - Provides feature articles in club publications
- Judges Education
 - Updates Club materials and PowerPoints periodically
 - Develop Canine College and update as needed
 - Conducts Judges Education at specialties and local Judges' Institutes
 - Low entry breeds have additional opportunities to conduct educational events electronically
 - Establishes criteria for parent club approved Mentors and Presenters
 - Trains and maintains active list of Breed Mentors
 - Provides ringside mentoring at large specialty events
- Companion/Performance Events
 - Determines and recommends what events are appropriate for the breed

- Organizes events as desired by National Club at National Specialty Week
- Works with Awards chair to establish and track awards relating to companion and performance events
- Club Communications
 - Maintains all club member communication platforms
 - Publications
 - Website
 - Social Media
- By Laws/Constitution
 - Maintains current and historical documents
 - Recommends Updates as Needed,
 - Take advantage of new methods of communication such as virtual meetings
 - Update when state law changes
- Breed Standard
 - Maintains current and historical documents
 - Handles any standard revision recommendations
- Juniors
 - See separate outline on Juniors
- Legislation/Government Relations
 - Monitors and reports on relevant legislation impacting members
 - Coordinates members in the appropriate jurisdiction and advises on responses
 - Seeks testimony or club input on both national, local, and international issues
- Public Education
 - Maintains public education documents and events
 - Meet the Breeds
 - Social Media
 - AKC Media on your Breed – Website and Registration Packets
 - AKC Registration flyer
- Public Relations
 - Trains members in how to deal with the press
 - Provides appropriate spokesperson
 - Fields PR Requests
 - Develops press kits
 - Monitors media coverage of breed
- Archives/Historian

- Maintains club records no longer being actively used by officers or committees. Some states have record retention laws for corporations
- Maintains history of the club
- Maintains historical facts and/or statistics in the breed
- Writes historical articles as appropriate
- Discipline
 - Maintains and Updates Code of Ethics
 - Monitors member Complaints
 - Conducts Discipline Process Per By-Laws

Committee Meeting Process & Reporting

- Frequency
- Types of Reports
 - Agendas
 - Minutes
 - Written Reports
 - Frequency of Communication and Publication to Board
 - Frequency of Communication and Publication to Members
 - This can be requested by the committee, however, the board controls if accepted and if distributed to the membership
- Style of Meeting - In Person, mail, Virtual.
 - Consult your bylaws. Some older bylaws specific how the meetings may be conducted. Some do not allow virtual meetings.
-