

Parent Club Best Practices
Samoyed Club of America Position
Descriptions

PRESIDENT

SUMMARY: Serves in dual capacity both as President of the Samoyed Club of America as Presiding Officer and member of the Board of Governors. Serves the club in normal capacities attributed to the President of an organization. Conducts and manages the business of the Board while participating as a Board member with all the rights of a Board member to make motions, comments, and vote on issues. Maintains the integrity of, interprets, and enforces the SCA Constitution and By-Laws, Robert's Rules of Order and the policies of the SCA. Insures the rights of all members and maintains impartiality in the decision making process. Sets guidelines for policy with the approval of the BOG. Decides questions relating to the administration of policy that occur between Board meetings. Reports policy questions that arise between Board meetings to the BOG. Establishes meeting agendas, sets schedules, supervises Board mail, faxes, and telephone meetings. Calls special meetings of the BOG as needed. Speaks or comments on behalf of the SCA on issues that affect the policies or well being of the club and its members. Maintains decorum that is appropriate for the Chief Officer of the SCA. Prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer if required. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor.

Required Skills: Demonstrated ability to work to manage a diverse team, use good judgment, take initiative and assume responsibility. In-depth knowledge of the SCA Constitution and by-laws, policies, Robert's Rules of Order and general civil law. Excellent interpersonal, oral and written communication skills with careful attention to accuracy and proofreading.

Desired skills: Working knowledge and ability to use personal computer, particularly email. Samoyed Club of America

VICE-PRESIDENT

SUMMARY: Serves in dual capacity both as Vice President of the Samoyed Club of America and member of the Board of Governors. Serves the club in normal capacities attributed to the Vice President of an organization. In the absence of the President, conducts and manages the business of the Board while participating as a Board member with all the rights of a Board member to make motions, comments, and vote on issues. Assists in maintaining the integrity of, interprets, and enforces the SCA Constitution and by-laws, Robert's Rules of Order and the policies of the SCA. Helps insure the rights of all members and maintains impartiality in the decision making process. Helps to set guidelines for policy with the approval of the BOG. Assists in deciding questions relating to the administration of policy that occur between Board meetings. Helps establish meeting agendas, sets schedules, supervises board mail, faxes, and telephone meetings. Speaks or comments on behalf of the SCA on issues that affect the policies or well being

of the club and its members in the absence of the President. Maintains decorum that is appropriate for the Vice President of the SCA. Submits quarterly reports to the BOG and *SCA Bulletin*.

Required Skills: Demonstrated ability to work to manage a diverse team, use good judgment, take initiative and assume responsibility. In-depth knowledge of the SCA Constitution and by-laws, policies, Robert's Rules of Order and general civil law. Excellent interpersonal, oral and written communication skills with careful attention to accuracy and proofreading.

Desired skills: Working knowledge and ability to use personal computer, particularly email.

RECORDING SECRETARY

SUMMARY: The Office of the Recording Secretary is the official channel for SCA communications with AKC, Officers and Board, Committees, and regional clubs. Works closely with the President, Officers and Board of Governors on a regular basis. Responsible for minutes to the BOG which are copied to the SCA *Bulletin* & Communication Services. Prepares, mails, and keeps records of SCA Correspondence. Communicates with Clubs regarding Specialties & National Specialty Bids. Handles confidential matters brought before the Board. Keeps track of all correspondence that comes into the Recording Secretary's office and includes it as an attachment with the BOG packet. Returns telephone calls and answers questions, often spending time re-searching the answers. On an annual basis, responsible for nominations/ballots/election and the annual BOG meeting. Reports all information accurately and in a timely manner. Keeps good records and files. Oversees the maintenance of the database and the annual update of the Business Guide. Prepares and submits quarterly reports, including income/expense statement, to the BOG. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG, and the SCA *Bulletin* Editor. Prepares and submits year-end report to the BOG, for inclusion in the annual reports presented at the SCA Annual Meeting. Prepares and submits to the BOG changes and/or suggestions for future changes for BOG review.

Required Skills: Time, a flexible schedule, organizational skills and some basic secretarial and computer skills. Space to keep files, records and SCA equipment. Ability to interact well with others, to be patient and tolerant. Excellent interpersonal, oral and written communications skills.

CORRESPONDING SECRETARY

SUMMARY: The Office of the Corresponding Secretary is the designated recipient of official AKC general information mailings and is responsible for the proper dissemination of this information. Maintains paper and disc masters for all educational and informational club materials (booklets, pamphlets, referral directory, order forms, etc.). Disseminates requested information and educational materials and/or channels to appropriate person/club, in a timely manner.

Works with rescue groups to pass along information and adoption list. Keeps a summary of monthly breakdown of correspondence: mail, e-mail, phone, magazine requests. Notifies AKC on club stationery of the new slate of officers, standing committee chairs, and the AKC Public Education Department about the new SCA Education Committee Chairperson. Provides for the National, a sample of all SCA publications and education materials, for sale. Is authorized monthly reimbursement for Internet usage (currently \$9.95 a month).

Prepares and submits quarterly reports, including income/expense statement, to the BOG.

Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG, and the SCA *Bulletin* Editor. Prepares and submits year-end report to the BOG, for inclusion in the annual reports presented at the SCA Annual Meeting. Prepares and submits to the BOG changes and/or suggestions for future changes for BOG review.

Required Skills: Time, a flexible schedule, organizational skills and some basic secretarial and computer skills. Space to keep files and records. Ability to interact well with others, to be patient and tolerant. Excellent interpersonal, oral and written communications skills.

TREASURER

SUMMARY: Prepares Dues Invoice for BOG to review and approve in September. Works with Wachovia Bank via mail or telephone to set up and maintain the various accounts (CD's, money market checking, charge card services, etc.) and resolve any problems. Ensures account signature cards on file with bank are current. Mails out on November 1 all SCA Dues Invoices, records incoming checks and charges via credit card for SCA dues, and forwards the returned Dues Invoices to Data Coordinator/Membership Chair. Notifies Communications Services Chair of new subscribers. Sends out second round of Dues Invoices in January as appropriate. Prepares a list in February on late dues payments for BOG members to personally call late dues paying members.

Deposits all monies coming in to SCA either directly to SCA Treasurer or through committee heads/ officers and prepares all checks drawn on the SCA account. Checks over \$600.00 need to be co-signed by the SCA President. On a monthly basis, prepares a bank reconciliation for previous month sending a copy to SCA Recording Secretary and SCA President. Prepares a monthly balance statement and sends copies to the SCA Recording Secretary, SCA President, and *Bulletin* Editor.

Records each monetary transaction in a journal, a ledger, and the checking account book. Maintains a ready supply of deposit slips, bank-by-mail envelopes, postage stamps, charge slips, etc. Obtains all insurance for the club as determined by the BOG. Prepares a budget for the upcoming year by August

1. Advises BOG on investment strategies and on adhering to the current year's budget. Maintains and requires originals of all requests for reimbursement. Serves as a fully participating BOG member.

Provides records to the audit committee for auditing on a timely basis so the audit is completed within 90 days after the start of the new fiscal year. Works closely with treasurer from annual National to ensure proper accounting practices are followed in recording revenues and expenses and reflects a profit/loss in the SCA records. At the Annual meeting, renders an account of all monies received and expended during the year. The Treasurer's books are always open to BOG inspection. Prepares and files all required Federal, state, and local reports, including tax returns. The OUTGOING Treasurer has responsibility for filing income tax returns on time. Where checks are returned to SCA, writes to individuals on time requesting payment. Submits quarterly reports to the BOG and *Bulletin* and makes recommendations/suggestions on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Excellent interpersonal, oral and written communication skills with careful attention to accuracy and proofreading. Knowledge of basic accounting principles and practices and forecasting ability. Must be bondable in an amount determined by the BOG (currently \$125,000.00), must be able to deposit and prepare checks in a timely manner, and must be able to balance and maintain

various accounts.

Desired skills: Working knowledge and ability to use personal computer, particularly email.

AKC DELEGATE

SUMMARY: Serves as the chosen representative of the Samoyed Club of America to the American Kennel Club. Advocates the SCA's interests with AKC in all matters pertaining to its goals and responsibilities. Attends AKC's quarterly delegate meeting and represents the SCA's interests in all relevant issues. Following each meeting, in a timely manner, prepares report of the meeting for SCA's general membership. Sends reports to the SCA President, Recording Secretary (for subsequent mailing to SCA's Board of Governors) and SCA *Bulletin* Editor for publication in the next edition of the *Bulletin*. When necessary, gives and seeks advice from SCA's officers, board of governors, and club members. As

requested, intervenes with AKC on issues of importance to the SCA and members.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Excellent interpersonal, oral and written communication skills with careful attention to accuracy and proofreading.

Desired skills: Working knowledge and ability to use personal computer, particularly email.

AGILITY COMMITTEE CHAIR

SUMMARY: Coordinates and represents agility activities for Samoyed exhibitors. Acts as a liaison between the agility exhibitor and the national and local clubs. Educates local and regional clubs regarding the needs of agility exhibitors including the need for better, more desirable ring conditions, locations, camaraderie with conformation exhibitors, and quality of judges. Serves as a knowledgeable resource regarding proper protocol and ring etiquette. Offers exhibitors a sense of overall welcome and proper recognition. Inspires others to give agility a try, demonstrating that it can be both competitive and fun. Maintains regular contact with other members of the Agility Committee (bimonthly or quarterly) to discuss topics of interest that are relevant to Samoyed agility enthusiasts.

Finds, purchases or creates items for fund-raisers. At shows, displays items for sale, training equipment, and general information. Arranges for videotaping of agility Samoyeds and displays agility Samoyeds in-action by video at shows and coordinates the manufacture and distribution of the videotapes. Assembles a picture book also available for show display.

At the National Specialty, provides encouragement, education, motivation, incentives and a general integration of agility as part of the National Specialty. Prepares and instructs the Agility Clinic/Education. Establishes contacts, recruits and receives donations for agility use.

Tracks and builds database of the top agility Samoyeds with respect to national ranking utilizing available ranking systems. Composes, prepares, and sends congratulatory letters of recognition.

Prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Prepares and submits year-

end report to the BOG, via the SCA Recording Secretary, for inclusion in the annual reports presented at the SCA Annual Meeting. Prepares and submits to the BOG, via the Recording Secretary, changes and/or suggestions for future changes for BOG review.

Required Skills: In-depth knowledge of agility and the Rules and Regulations of AKC Agility Trials. Excellent written, oral, and interpersonal skills. Knowledge of the available resources and publications for tracking data, information, shows, and entries. Demonstrated ability to work independently and with a team, to take initiative and assume responsibility.

Desired skills: In-depth knowledge and experience with agility methods. Background in teaching agility classes and private instruction. Knowledge, background and exposure and/or experience in a variety of training methods or styles. Currently or recently active in agility.

AUDIT COMMITTEE CHAIR

SUMMARY: Audits financial transactions conducted by the SCA Treasurer on a yearly basis, using a random sampling method to insure that proper accounting practices were used. Verifies accuracy of entries in comparison to the ledger, check book records, the journal, tax returns, the bank reconciliation reports and the monthly balance report to the BOG, using a random sampling method, preferably for the April Board Meeting. The audit committee is required to complete the audit of SCA financial transactions to the previous term within 90 days after the receipt of records from the previous fiscal year. Prepares a report for SCA Board of Governors at the end of the audit. Prepares an annual report to the SCA members through the SCA recording Secretary and the SCA *Bulletin* Editor.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Good interpersonal, oral and written communication skills with careful attention to accuracy and proofreading. Knowledge of basic accounting principles and practices in order to perform tests of accounting transactions.

AWARDS COMMITTEE CHAIR

SUMMARY: Coordinates and manages the SCA Annual Awards. Provides applications and rules to SCA members for SCA Awards, primarily from information provided in At-Your-Service. Verifies all applications for accuracy. Confirms that owner(s) are members in good standing with the SCA. Verifies results with at least one other committee member (if possible), using AKC *Awards*, race verification forms and published race results to validate Sled Dog and Bitch applications, and other means as necessary to verify working categories. Selects and purchases awards plaques out of the Awards Committee Budget to be presented at SCA Awards Banquet to the 1st place finishers in each category.

Provides certificates for the 2nd and 3rd place winners. Transports awards to SCA Awards Banquet. Maintains strict confidentiality of results prior to the presentation of awards. Announces the SCA Annual Awards at the National Specialty Awards Banquet. After the Awards Banquet, provides a list of all winners (1st-3rd in each category) to the SCA *Bulletin* Editor for inclusion in the winter issue.

Serves as liaison with Dolly Award Committee Chair. Purchases and engraves a plaque for the Dolly Award winner. The funding for the Dolly Award comes out of the Awards Committee budget.

Coordinates and manages the SCA Awards Committee. Nominates committee members, has them submit resumes to BOG, and presents to the BOG for approval. Prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary.

Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Prepares and submits Awards Committee year-end report to the BOG, via the SCA Recording Secretary, for inclusion in the annual reports presented at the SCA Annual Meeting. Prepares and submits to the BOG, via the Recording Secretary, awards rule changes and/or suggestions for future changes for BOG review.

Keeps abreast of any changes made to the AKC regulations of the various awards categories (agility, obedience, herding, etc.) so that appropriate changes to the SCA awards rules can be expeditiously effected. All changes to the awards rules must be approved by the SCA BOG. All approved changes must be submitted to the SCA *Bulletin* Editor for inclusion in *At-Your-Service*.

Required Skills: Demonstrated ability to work independently, organize and prioritize tasks, take initiative and assume responsibility. Excellent interpersonal, oral and written communication skills with careful attention to accuracy and proofreading. Ability to learn SCA Awards guidelines and structure. Familiarity with AKC rules for Agility, Herding, Obedience, and Conformation. Must have access or subscribe to the AKC *Awards* magazine. Demonstrated ability to work in a team environment and to maintain confidentiality.

Desired skills: Working knowledge and ability to use personal computer, particularly email and word processing, and access to facsimile machine. Willingness to adjust personal schedule to accommodate deadlines.

BREEDERS EDUCATION COMMITTEE CHAIR

SUMMARY: The committee is composed of a Chair, (1) Breeder Judge, (1) Experienced Breeder (use the 12/5/4 criteria set forth by AKC), (1) person with at least one year of Education Seminar Experience for Continuity & (1) representative of the host club for that year's National.

The purpose of the BEC is to hire a nationally recognized speaker to give a presentation at the SCA National Specialty. This seminar will be fully sponsored by the SCA. The BEC has a budget voted in by the SCA BOG. This budget supplements the speaker which allows the fees to be held at a minimum for attendees so all can afford to attend. When possible, this speaker will be video graphed and DVD's will be made available at a minimum cost by the BEC.

The BEC is responsible for setting up the seminar including hiring and communication with the speaker and videographer, handles the ordering, sale & shipping of the Seminar DVD, submission to the national chairperson, a webpage for the seminar to be included on the national website, advertising, answering questions & collection of attendee fees. The BEC committee reports to the Breeders Education Committee Chair.

As required by the BOG, prepares and submits quarterly reports, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Working knowledge and ability to use personal computer, for database management and email. Good oral and written communication skills.

BULLETIN EDITOR-IN-CHIEF

SUMMARY: Produces a quarterly SCA *Bulletin* and an *At Your Service* each year. Recommends ad and non-ad rates and deadlines to the Board for their approval. Works closely with the Data Coordinator to maintain an accurate list of members' addresses, phone numbers, and kennel names. Compiles and edits reports submitted by committee heads and officers. Compiles and edits articles submitted for publication in accordance with the SCA editorial policy. Compiles and edits ads sent in by the membership and commercial enterprises. Types/composes reports and articles as necessary. Sends ads to staff members who create ads. Designs ad layout and lays out text pages when necessary. Oversees staff and contributing

writers. Works with advertisers as to how they are to set up their ads if submitted camera ready-on disk, film, or hard copy. Sets deadlines for staff to return text and ads. Compiles finished text and ads into final copy to be submitted to the printer. Keeps a ledger of all ads and ad income. Forwards all money received to the Treasurer. Maintains a positive balance in the postage account in Jefferson City, MO. Works with printer on paper quality, offset and gloss; color; screens; reverses, etc. Works with Data Coordinator to provide printer with membership list, Prepares postal reconciliation for each issue. Prepares Statement of Ownership each year. Renews postal permit yearly. Answers general inquiries by telephone. Replies to correspondence. Maintains inventory list of equipment. Works with group hosting the National in regards to national coverage through reports and photos. It is helpful if the Editor-In-Chief can attend every National.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the *SCA Bulletin*. Makes recommendations, suggestions to BOG on how the Editor-in-Chief's job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Excellent written communication skills with careful attention to accuracy and proofreading. Must have a very good working knowledge of the English language. Needs working knowledge and ability to use personal computer, for database management, email and fax. Ability to work with desktop publishing software. Knowledge of layout design. Knowledge of basic accounting skills. Requires good people skills.

BULLETIN ASSOCIATE EDITOR

SUMMARY: Assists in producing a quarterly *SCA Bulletin* and an *At Your Service* each year. After text files are received from the Editor-in-Chief, lays out the text portion of the *Bulletin*. Returns the file to the Editor-in-Chief by the deadline. Lays out the *At Your Service* using informational data from the Editor-in-Chief and the Data Coordinator. Performs other duties as required and assigned by the Editor-in-Chief.

Makes recommendations, suggestions to Editor-in-Chief on how job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Excellent written communication skills with careful attention to accuracy and proofreading. Must have a very good working knowledge of the English language. Needs working knowledge and ability to use personal computer, for database management, email and fax. Ability to work with desktop publishing software. Knowledge of layout design. Requires good people skills.

COMMUNICATIONS SERVICE COORDINATOR

SUMMARY: Ensures that BOG meeting minutes are provided electronically to all subscribers after each regular Board of Governors meeting. Starts/stops communications service based on information provided by the Data Coordinator or subscriber.

Provides timely dissemination of Legislative Alerts and Information received from the SCA Legislative Committee to subscribing members regarding proposed negative legislation that might inhibit, restrict,

tax or limit their Samoyed ownership and enjoyment thereof. Sends out other notices concerning, but not limited to, updates, updates on local and national specialties and bulletins from Committees or Coordinators.

As required, prepares and submits quarterly and annual reports to the BOG via SCA Recording Secretary. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Good communication skills with careful attention to accuracy and proofreading. Working knowledge and ability to use personal computer, for database management and email.

DATA COORDINATOR

SUMMARY: Manages and maintains the SCA membership database. Adds applicants to the SCA database in a timely manner. At SCA *Bulletin* Editor's request, sends roster to the SCA *Bulletin* publisher for label printing for the SCA *Bulletin*. Assists with inquiries and verifies new kennel name requests against master list for originality. Adds new kennel names to the SCA database, prints in report form and sends to SCA *Bulletin* Editor. Receives and processes all changes, i.e., address, telephone, kennel name, membership status. Keeps database up-to-date and maintains backup disk in alternate location. Prepares for high volume activity when dues notices are processed and after every SCA *Bulletin* issue. Quarterly, prepares a change of address report and sends to the SCA *Bulletin* Editor. As requested by the BOG or others, provides special reports regarding statistics of the membership. Provides mailing labels for specialty clubs. Yearly, provides two rosters and two sets of labels to the Treasurer; one or two rosters with sets of labels to the Recording Secretary for balloting purposes, and to other BOG members as requested. Provides printed roster to verify entrance to the Annual Meeting. Prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer.

Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Prepares and submits year-end report to the BOG, via the SCA Recording Secretary, for inclusion in the annual reports presented at the SCA Annual Meeting. Prepares and submits to the BOG, via the Recording Secretary, changes and/or suggestions for future changes for BOG review.

Required Skills: Demonstrated ability to work independently, organize and prioritize tasks, take initiative and assume responsibility. Excellent interpersonal, oral and written communication skills with particular emphasis on database management and composing correspondence.

Desired skills: Working knowledge and ability to use personal computer, particularly email, database management, and word processing.

BOB AND DOLLY AWARD COMMITTEE CHAIR

SUMMARY: Reviews nominations and ensures that procedures and all requirements have been met. Suggests changes to BOG concerning procedures or criteria, as appropriate. Ensures the committee

makes selection for the award and coordinates with BOG to ensure appropriate announcement.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Working knowledge and ability to use personal computer, for database management and email. Good oral and written communication skills.

BREEDERS EDUCATION COMMITTEE CHAIR

SUMMARY: The committee is composed of a Chair, (1) Breeder Judge, (1) Experienced Breeder (use the 12/5/4 criteria set forth by AKC), (1) person with at least one year of Education Seminar Experience for Continuity & (1) representative of the host club for that year's National.

The purpose of the BEC is to hire a nationally recognized speaker to give a presentation at the SCA National Specialty. This seminar will be fully sponsored by the SCA. The BEC has a budget voted in by the SCA BOG. This budget supplements the speaker which allows the fees to be held at a minimum for attendees so all can afford to attend. When possible, this speaker will be video graphed and DVD's will be made available at a minimum cost by the BEC.

The BEC is responsible for setting up the seminar including hiring and communication with the speaker and videographer, handles the ordering, sale & shipping of the Seminar DVD, submission to the national chairperson, a webpage for the seminar to be included on the national website, advertising, answering questions & collection of attendee fees. The BEC committee reports to the Breeders Education Committee Chair.

As required by the BOG, prepares and submits quarterly reports, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Working knowledge and ability to use personal computer, for database management and email. Good oral and written communication skills.

EDUCATION COMMITTEE CHAIR

SUMMARY: As chair of the committee, develops educational materials to be used by the Officers and Board of SCA, the various committee chairs of SCA and the members of SCA. These materials include, but are not limited to, booklets, slide presentations, articles and or video presentations. Promotes education within the fancy and the general public regarding the Samoyed. Assures continuity and understanding of the work in process. Chair's term shall be limited to two years. Calls on various people who are specialists in their field, or have special interests to aid them in the research and development of projects. These specialists/experts are answerable only to the Education Committee. Proposes projects or presents materials developed by the Education Committee to the BOG in draft. New initiatives for

educational materials and projects should be self-sustaining and/or income producers for the SCA whenever possible.

Responsible for publication of materials. Compiles a list of materials from the various sources suitable for distribution to local clubs, specialty and all breed show sites, etc. Arranges for a booth at the National, and if possible at local specialties, where information can be purchased (i.e. books) and other information can be readily available for distribution.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Excellent written communication skills with careful attention to accuracy and proofreading. Working knowledge and ability to use personal computer, for database management and email.

Desired Skills: Strong public speaking skills; editing, research, and writing experience.

FOREIGN LIAISON

SUMMARY: Provides contact between parent club and foreign clubs and designated country representatives. Reviews and edits any foreign club articles submitted for publication in the SCA *Bulletin*. Maintains SCA files of all current foreign clubs and their officers.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Working knowledge and ability to use personal computer, for database management and email. Good oral and written communication skills.

FUTURITY SECRETARY

SUMMARY: Coordinates all Futurity activities for SCA. Keeps track of all nominations and forwards money collected to SCA Treasurer. Compiles list of five of the top nominated judges for the year's Futurity. Counts ballots with a committee member for Futurity judge. Prepares the worksheet for Futurity payout winners to be sent to SCA Treasurer to issue checks in a timely manner after the National. Prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary.

Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor.

Prepares and submits year-end report to the BOG, via the SCA Recording Secretary, for inclusion in the annual reports presented at the SCA Annual Meeting. Prepares and submits to the BOG, via the Recording Secretary, changes and/or suggestions for future changes for BOG review.

Required Skills: Good interpersonal and bookkeeping skills. Demonstrated ability to work independently and with a team, to take initiative and assume responsibility.

HERDING COMMITTEE CHAIR

SUMMARY: Coordinates and represents herding activities for Samoyed exhibitors. Acts as a liaison between the herding exhibitor and the national and local clubs. Educates local and regional clubs regarding the needs of herding exhibitors. Serves as a knowledgeable resource regarding Samoyed herding activities. Offers exhibitors a sense of overall welcome and proper recognition. Inspires others to give the herding sport a try, demonstrating that it can be both competitive and fun.

Maintains awareness of all herding information from AKC and other herding organizations in which Samoyeds are eligible to participate. Keeps active records on current rules and regulations for each organization. Establishes and maintains contact with other herding breed committees to share information and discuss topics of mutual concern. Maintains regular contact with other members of the Herding Committee (bimonthly or quarterly) to discuss topics of interest that are relevant to Samoyed obedience enthusiasts.

Acts as coordinator for distributing SCA Herding Instinct Certificates to those members who have qualified for the award. Maintains records on past recipients. Interacts with Annual Awards Chairman to establish and maintain guidelines for the Top Herding Samoyed.

Prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Prepares and submits year-end report to the BOG, via the SCA Recording Secretary, for inclusion in the annual reports presented at the SCA Annual Meeting. Prepares and submits to the BOG, via the Recording Secretary, changes and/or suggestions for future changes for BOG review.

Required Skills: In-depth knowledge of herding and the rules and regulations of herding activities. Excellent written, oral, and interpersonal skills. Knowledge of the available resources and publications for tracking data, information, shows, and entries. Demonstrated ability to work independently and with a team, to take initiative and assume responsibility.

Desired skills: Knowledge, background and exposure and/or experience in a variety of herding activities. Currently or recently active in herding.

CLUB HISTORIAN

SUMMARY: Maintains the history of the Club in a central location and the files of the previous Recording Secretary, including confidential records. Keeps copies of club catalogs, records of officials, pictures, breed history, etc. Obtains a film of the current year's National to keep as part of the

Club's history. Takes to each National some of the records for display at the SCA booth.

Interacts and responds to requests from local clubs and the *Bulletin* Editor for copies of historical materials. Creates and maintains a database of historical data via actual files and computer discs.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Working knowledge and ability to use personal computer, for database management and email.

INDEPENDENT CLUB LIAISON

SUMMARY: Provides contact between parent club and regional clubs. Reviews and edits regional club articles submitted for quarterly publication in the "Local Color" column of the SCA *Bulletin*. Maintains SCA files of all current regional club officers. Prepares the independent club directory for the At Your Service publication and provides regional club contact information to the SCA Website coordinator. Responsible for obtaining a designated club liaison with an e-mail address to be the official recipient of e-mail communication and updates this address to Recording Secretary, Corresponding Secretary, and Website Coordinator.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Working knowledge and ability to use personal computer, for database management and email. Good oral and written communication skills.

JUDGES EDUCATION COMMITTEE CHAIR

SUMMARY: The committee is composed of a chair and several other members. The

committee puts on the Judges Education and Mentor Seminars at the SCA National. They maintain the list of SCA approved mentors and arranges for regional workshops when requested and provides information for the regional workshops. The committee helps conduct seminars, advertise for seminars, answers questions, and reports to the Judges Education Committee Chair. Maintains and updates the judges education presentations used in AKC judges education.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary

and the *SCA Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Working knowledge and ability to use personal computer, for database management and email. Good oral and written communication skills.

JUNIOR ASSOCIATE COORDINATOR

SUMMARY: Coordinates all Junior Associate activities for SCA. Serves as mentor/coach/advisor to the junior associates and facilitates discussion of common concerns/problems, meetings, and general communication through telephone calls, letters, meetings at the National, and E-Mail. As time and interests permit, may oversee a newsletter to exchange ideas, information, and news. Encourages participation of juniors in all facets of the breed including conformation showing. Provides support in assisting the junior associates to reach their potential. Prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary.

Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the *SCA Bulletin* Editor. Prepares and submits year-end report to the BOG, via the SCA Recording Secretary, for inclusion in the annual reports presented at the SCA Annual Meeting. Prepares and submits to the BOG, via the Recording Secretary, changes and/or suggestions for future changes for BOG review.

Required Skills: Good interpersonal skills. Demonstrated ability to work independently and with a team, to take initiative and assume responsibility.

LEGAL ADVISOR

SUMMARY: Serves as legal advisor to the SCA President and the BOG on primarily confidential matters that arise that require legal advice.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Excellent oral and written communication skills.

LEGISLATIVE LIAISON

SUMMARY: Informs SCA members of passed, pending, and future legislation concerning dogs and information about public hearings related to proposed legislation.

Reviews the monthly AKC, publications, the monthly ADOA newsletter, and the various State Federation of Dog Owners publications. Reviews reports produced by knowledgeable Legislative analysts who provide extensive detail and comment on the issues. Researches, composes, and sends sample letters of opposition to SCA members to send to their local Legislators, Senators, Congressional Representatives and City Councilpersons voting on unfavorable Legislation. Creates Alerts to subscribing SCA members.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer.

Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how job can be improved.

Notifies regional clubs of anti-dog legislation in their area and provides research information. The legislative liaison, along with members of the Legislative Committee, answers inquiries and provides information on anti-dog activities.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Excellent interpersonal, oral and written communication skills with careful attention to accuracy and proofreading.

Desired skills: Working knowledge and ability to use personal computer, particularly email. Familiarity with . Legislation-creating functions, countering lobbyists' influence and creating a grass-roots effort of SCA members in efforts to promote and preserve Samoyed ownership.

MEMBERSHIP CHAIR

SUMMARY: Receives and processes new member applications. Composes, prepares, and sends acknowledgment letter if the application is complete or a letter requesting additional information, funds, signature, etc. Follows-up with thank you letter once additional information is obtained. Periodically mails checks with the name, address, check number and check amount to the Treasurer.

After the quarterly deadline for receiving applications, compiles applicant report and sends to SCA *Bulletin* Editor. Sends new member information to Data Coordinator in a timely manner. Forty-five days after the publication date of the applicants, mails new members a welcome letter and copy of the current *At Your Service*, and *Illustrated Standard*.

Prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer.

Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Prepares and submits year-end report to the BOG, via the SCA Recording Secretary, for inclusion in the annual reports presented at the SCA Annual Meeting. Prepares and submits to the BOG, via the Recording Secretary, changes and/or suggestions for future changes for BOG review.

Required Skills: Demonstrated ability to work independently, organize and prioritize tasks, take initiative and assume responsibility. Excellent interpersonal, oral and written communication skills with particular emphasis on database management and composing

correspondence.

Desired skills: Working knowledge and ability to use personal computer, particularly email, database management, and word processing.

OBEDIENCE COMMITTEE CHAIR

SUMMARY: Promotes obedience activities for Samoyed exhibitors. Acts as a liaison between the obedience exhibitor and the national and local clubs. Advises regional clubs and national host clubs regarding the needs of the obedience exhibitors. Suggests changes that will make for a more efficient,

safe and comfortable environment for obedience competition.

Serves as a resource person to ensure compliance with the rules and regulations regarding AKC obedience trials. Promotes the training and exhibiting of Samoyeds in obedience.

Maintains regular contact with the other members of the Obedience Committee providing updates on current projects and to discuss topics of interest that are relevant to Samoyed obedience enthusiasts. Provides drafts of proposals or projects to committee members for their comments and suggestions. Delegates tasks and responsibilities as needed.

Oversees fund raising activities to provide moneys for present or future projects. Solicits and coordinates input from the obedience enthusiast for future projects or proposals.

Prepares and submits quarterly reports, including an income/expense statement, to the BOG via the Recording Secretary. Prepares and submits a projected budget for the following year to the SCA Treasurer. Prepares and submits reports to the membership as needed through the *SCA Bulletin*. Prepares and submits a year end report outlining past and present activities, changes and/or suggestions for future changes, as well as future goals, to the BOG via the Recording Secretary.

Required Skills: In depth knowledge of obedience and the rules and regulations of AKC Obedience Trials. Excellent written, oral and interpersonal skills. Ability to work independently and as a team member. Ability to take initiative and assume responsibility.

Desired Skills: Has trained and exhibited a Samoyed through several obedience titles. Knowledge of available resources and publications related to the obedience field. Currently or recently active in obedience. Generalized knowledge of conformation and the other performance events.

WAYS AND MEANS (formerly PINS) COMMITTEE CHAIR

SUMMARY: Keeps SCA pins and handles all aspects of their sale and purchase. Takes pins to each National for sale at SCA booth. Maintains accurate inventory at all times.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the *SCA Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility.

REGISTRAR OF MERIT

SUMMARY: Maintains records and database of all dogs achieving such status. As requested, sends out ROM applications. Prepares and forwards certification to owners/co-owners and also to National for presentation at the Annual Awards Banquet.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA

Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Working knowledge and ability to use personal computer, for database management and email. Good oral and written communication skills.

WAYS AND MEANS (formerly PINS) COMMITTEE CHAIR

SUMMARY: Keeps SCA pins and handles all aspects of their sale and purchase. Takes pins to each National for sale at SCA booth. Maintains accurate inventory at all times.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility.

WEB SITE CHAIRMAN

SUMMARY: Oversees and manages the SCA web site. Gathers and composes material to be posted on the SCA website to inform the general public and SCA members about the Samoyed breed, current activities and general practices of the SCA and its affiliated local clubs. Coordinates with Committee Chairs and assorted Coordinators as appointed by the SCA President and approved by the Board of Governors to ensure material on the website is current and correct. Coordinates with the website contractor to post updates, changes and additions to the SCA website. Answers inquires generated from the website, SCA members and the general public. Directs questions to appropriate source.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Prepares and submits year-end report to the BOG, via the SCA Recording Secretary, for inclusion in the annual reports presented at the SCA Annual Meeting. Prepares and submits to the BOG, via the Recording Secretary, changes and/or suggestions for future changes for

BOG review.

Required Skills: In-depth knowledge of the Samoyed breed, SCA and AKC guidelines and activities. Ability to communicate information in a timely manner, responsibly, and accurately. Demonstrated ability to work independently and with a team, to take initiative and assume responsibility. Excellent interpersonal and written communication skills with careful attention to accuracy and proofreading.

Desired Skills: Knowledge of web page authoring programs.

WORKING DOG COMMITTEE

SUMMARY: Assists in providing certification for those Samoyeds who perform tasks of physical service, thereby enabling dogs and owners to know the joy and honor of working together. Keeps records of all titled dogs. Checks verification on all applications submitted; corresponds with owner if there are questions or other needs. Corresponds with committee on special applications, out of the ordinary point requests, or questionable documentation and revisions to working title program rules to keep up to date with current working venues. Prepares certificates for dogs who have achieved a working title. Sends out certificates and letters of congratulation as soon as possible after submission. Submits new titles for the working Samoyed Honor Roll to the *Bulletin*. Prepares and keeps a ready supply of certificates and informational pamphlets and other literature devoted to the working aspects of the breed. Creates and distributes publications on the Working Samoyed as needed. As necessary to offset expenses, develops revenue producing projects such as the sale of tee shirts and sweaters to promote the Working Samoyed and educate others regarding the working aspects of the Samoyed. Maintains accurate inventory at all times of items for sale. Helps National Specialty committees with working performance events as requested.

As required, prepares and submits quarterly reports, including income/expense statement, to the BOG via SCA Recording Secretary. Prepares and submits next year's projected budget to the SCA Treasurer. Prepares and submits reports to the membership, as needed, to the BOG via the SCA Recording Secretary and the SCA *Bulletin* Editor. Makes recommendations, suggestions to BOG on how the job can be improved.

Required Skills: Demonstrated ability to work independently, use good judgment, take initiative and assume responsibility. Working knowledge and ability to use personal computer, for database management and email.