

NSDTRC (USA) POSITION DESCRIPTION
AKC Gazette Breed Columnist

Committee* Type: Ongoing.

Committee Size: One.

Manner of Appointment: Board Appointed.

Contact Person/Organization: NSDTRC (USA) Board liaison appointed by President.

Materials Necessary: A computer with programs for word processing and an e-mail account.

Supplies Needed: Stationery, postage.

Qualifications: The AKC Breed Columnist will:

- Have a good working knowledge of the Nova Scotia Duck Tolling Retriever and an understanding of the activities in which Club members are participating.
- Have access to a computer with word processing and e-mail programs.
- Have working knowledge of the basic rules of grammar and punctuation.
- Be able to communicate well with the Board (through the assigned liaison), and work with other Committee Chairs, appointed officials, and Club members via telephone and electronic means to effectively address their needs in the newsletter.
- Be able to handle questions and problems in a constructive, non-confrontational manner.
- Be self-motivated and have good organizational skills in order to keep the column publication on schedule.

Responsibilities: The AKC Breed Columnist will:

- Write a quarterly column for the AKC Gazette Magazine. Each column is to be no less than 300 words and no more than 550 words.
- Compose and submit each column to the AKC by the deadline and procedures outlined by the AKC Breed Column Guidelines.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

Administrative Responsibilities & Duties: The AKC Breed Columnist will:

- Prepare an annual written report and submit to the Secretary in August of each year for presentation at the Annual In-person Meeting.
- If present at the Annual Meeting, provide a report at the Board meeting and Annual Membership Meeting. The report should include the topics covered in the Breed Column the previous year, concerns and problems encountered, and any other information believed to be pertinent.
- Prepare additional written reports that may be requested throughout the year at the discretion of the Board.
- Maintain an accounting of expenses incurred in the administration of these duties. Examples of expenses: printing, postage, paper supplies, software upgrades, labels, and phone calls (long distance). Requests for advances or reimbursement are to be submitted to the Treasurer. Expenses greater than \$50 and not previously approved in the budget, must be approved by the Treasurer prior to expenditure.
- Submit advertising revenue to the Treasurer, and submit printers' bills to assure that they are paid on time.
- Submit a financial report to the Treasurer in July of each year for inclusion in the Club's fiscal year financial report.
- Submit a budget to the Treasurer by June 1 of each year for the next fiscal year (July 1-June 30).

* The NSDTRC (USA) Bylaws specify how standing committees are appointed and terminated.