

**NSDTRC (USA) POSITION DESCRIPTION**  
**Records Assistant Chairman**

**Committee\* Type:** Ongoing.

**Committee Size:** Two

**Manner of Appointment:** Board Appointed.

**Contact Person/Organization:** NSDTRC (USA) Records Assistant Chairman.

**Materials Necessary:** NSDTRC (USA) Requirements for NSDTRC (USA) Championships, NSDTRC (USA) Conformation Title forms, AKC Rules Applying to Dog Shows, AKC Awards Magazine. Alpha Five Program

**Supplies Needed:** Computer with Internet access, printer, word processing and database software, filing cabinet, stationery, envelopes, and postage. Club can provide Alpha 5 database software, if needed.

**Qualifications:** The Records Chairman will:

- Be familiar with NSDTRC (USA) Requirements for NSDTRC (USA) Championships, and AKC Rules Applying to Dog Shows.
- Be able to communicate well with the Records Chair, the membership of the Club and the public.
- Be able to handle questions and problems in a constructive, non-confrontational manner.
- Be self-motivated and have good organizational skills.
- Be able to maintain a record of titles earned by Tollers.
- Be able to recommend to the Board (through the assigned liaison) changes or enhancements to the existing records program.
- Be able to maintain the description of Requirements for NSDTRC (USA) Championships and the Conformation Title forms.
- Have access to a computer and computer skills including word processing and data base management.

**Responsibilities:** The Records Assistant Chairman will:

- Help Maintain a database and paper record of NSDTRC (USA) titles.
- Print and mail Club certificates.
- Be able to record AKC titles earned by Tollers as announced in AKC's Award Magazine as provided by the AKC in an Excel file from the AKC to the Records Chairman.
- Annually prepare Certificates for ROM/ROMX awards according to a list of dogs determined eligible for the award.
- If requested by National Specialty Committee, prepare list of all titles earned and awards won including versatility and ROM to be included in the Specialty banquet program book.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

**Administrative Responsibilities & Duties:** The Records Assistant Chairman will:

- Help to prepare an annual written report and submit to the Secretary in August of each year for presentation at the Annual In-person Meeting.
- In the absence to the Records Chairman at the Annual Meeting, if present, give an oral presentation at the Board meeting and Annual Membership Meeting. The report should include a summation of titles earned that 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 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 a financial report to the Treasurer in July of each year for inclusion in the Club's fiscal year financial report.

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