

NSDTRC (USA) POSITION DESCRIPTION

Breeder Education Coordinator

Committee* Type: Ongoing.

Committee Size: One.

Manner of Appointment: Board Appointed.

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

Materials Necessary: Materials developed by the NSDTRC (USA) related to the breed and Club.
Materials developed by the AKC related to the breed.

Supplies Needed: Computer, Internet access and copies of above documents and breed standard.

Qualifications: The Breeder Education Coordinator will:

- A recognized member of the Club who has been a successful breeder and exhibitor of the breed.
- A member who has mentored breeders
- Have a thorough knowledge of the breed standard
- Be knowledgeable of the breed health issues and recommended health testing.
- Be proficient in reading a pedigree.
- Be able to communicate well with the public and to handle questions and problems in a constructive, non-confrontational manner.
- Be able to communicate well with the Board (through the assigned liaison) and collaborate with other Committee Chairs and appointed officials to develop and disseminate information.
- Be self-motivated and have good organizational skills.
- Good computer skills.

Responsibilities: The Breeder Education Coordinator will:

- Develop a plan for breeder and breed education. Items in the plan may include:
 - The Breed Standard
 - How to successfully read a pedigree
 - How to choose a Stud dog or Brood bitch
 - How to successfully have a litter
 - How to choose the “right” puppy that meets the Standard
 - How to successfully raise your new puppy
 - How to interview and select your prospective puppy buyers
 - How to mentor breeders
 - How to preserve your breed’s legacy
- May wish to form a committee to assist in handling the development and execution of a plan for breeder and breed education.
- Be willing to offer guidance to members through emails and phone calls
- Coordinate breed seminars and educational opportunities at club events and through Webinars
- Be willing to join the chat list of other AKC Breeder Education Coordinators and be listed on the AKC website with the other club officers and Committee chairs.

Administrative Responsibilities & Duties: The Breeder Education Coordinator 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, give an oral presentation at the Board meeting and Annual Membership Meeting.
- 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, and paper supplies. 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.
- Submit a budget to the Treasurer by June 1 of each year for the next fiscal year (July 1-June 30).
- Ensure a smooth transition to the next Junior Coordinator by providing complete records and files to successor.

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