

NSDTRC (USA) POSITION DESCRIPTION

Records Chairman

Committee* Type: Ongoing.

Committee Size: One.

Manner of Appointment: Board Appointed.

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

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

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 Board (through the assigned liaison), appointed officials, 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 Chairman will:

- Maintain a database and paper record of NSDTRC (USA) titles.
- Approve and record Club conformation titles, and record Club field passes and titles.
- Print and mail Club certificates.
- Record AKC titles earned by Tollers as announced in AKC's Award Magazine.
- Submit new Club and AKC title reports for publication in Quackers.
- Prepare a list of dogs eligible for Rusty Jones Awards.
- Prepare a list of Club titles or wins eligible for the Evelyn Williams Award.
- Maintain the Requirements for NSDTRC (USA) Championships, and keep a supply of current sheets and forms on hand.
- Mail Requirements for NSDTRC (USA) Championships and forms to club members as requested.
- Submit changes to the Requirements for NSDTRC (USA) Championships and forms to the Secretary for Board review prior to release to the membership and general public.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

Administrative Responsibilities & Duties: The Records Chairman 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. 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.
 - 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.**