

NSDTRC (USA) POSITION DESCRIPTION

Events Chair

Committee* Type: Ongoing.

Committee Size: 3-5

Manner of Appointment: Board Appointed.

Contact Person/Organization: Appointed by the Board, with Liaison as Vice President.

Materials Necessary: AKC Show/Trial Manuals, NSDTRC-USA Show Manual, policies and guidelines related to club shows and events.

Supplies Needed: Computer access, Stationery, postage.

Qualifications: The Events Chair will:

- Have a good working knowledge of the events sponsored by the Nova Scotia Duck Tolling Retriever Club (USA) by past participation in AKC conformation, obedience, agility, rally, tracking and/or scentwork; as a competitor and/or organizer.
- Possess a working knowledge in event organization, in order to be able to act as an adviser to those holding events.
- Be familiar with the rules and regulations for Conformation and performance events of AKC.
- Be willing to foster communication and offer mentorship with show committees.
- Be able to handle questions and problems in a constructive, non-confrontational manner.
- Be able to communicate with the Board, other appointed officials, the members, and the public.
- Be self-motivated and have organizational skills.
- Be able to recommend to the Board (through the assigned liaison) changes or enhancements to the existing show/trial program.
- Have computer skills including knowledge of AKC online application processes.

Responsibilities: Events Chairman will:

- Manage the approval of NSDTRC (USA) shows and trial events held each year, including: Supported Entires, Agility, Obedience, Rally, Tacking, Fast Cat, Scent work, Fetch competitions, and Dock Diving events.

Provide mentorship, guidance and stewardship for all club sponsored events.

- Be a participating member of the National Specialty Committee for the purpose of providing advice and support to the National Specialty Committee.
- Notify the Treasurer of each approved event so that Club insurance can be secured for the event.
- Send materials such as rules, forms and an AKC Show/Trial Manual to Committee members.
- Review and approve premium lists for each event before they are mailed.
- Develop and maintain support material for Show Committees.
- Maintain the Events Calendar on the Club website.
- Yearly review of forms and show manual, and provide suggestions of changes to the board for review.
- Maintain a good working relationship and communication with Records chair.
- Perform additional responsibilities that may arise.

Chair the Events Committee/

Administrative Responsibilities & Duties: The Events Chair will:

- Prepare an annual written report and submit to the Secretary in August of each year for presentation at the Annual General Meeting. The report should include event reports for previous year, new events being planned for the upcoming year, suggestions for changes to forms and policies, 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.
- Submit expenses for reimbursement (for printing, postage, paper supplies) 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.**