

NSDTRC (USA) POSITION DESCRIPTION

Regional Director

Position Type: Member, Board of Directors.

Manner of Appointment: Elected to a three year term by those members in good standing who reside in the Region. No more than three Directors will go off the Board each year and no more than three new will come onto the Board. Each Director shall represent a geographical region of the country as defined in Article IV Section 3 (C) of the Bylaws and must reside within the region. Regional Directors may serve no more than two consecutive terms.

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

Supplies Needed: Stationery, postage.

Qualifications: The Regional Director will:

- Have a good working knowledge of the Nova Scotia Duck Tolling Retriever, its history and the various forms of competition and registries in which the Toller may participate.
- Know what is generally involved in breeding the Toller and be able to speak to Toller owners on the need for responsible breeding practices and responsible Toller ownership.
- Be able to communicate well with the Board, 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 recommend to the Board changes or enhancements to existing programs.
- Preferably have a computer with Internet and e-mail access.

Responsibilities: The Regional Director will:

- Oversee all Club sponsored activities within their region, which have been approved by the Board.
- Keep in touch with the members in their region, being their connection to the Club and representing them in the decision making process of the Board.
- Participate in the conduct of the business of the Board.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

Suggested Activities: The Regional Director may:

- At the end of each Club year (October 31), contact and encourage members in their region to renew their memberships.
- At the beginning of each Club year (November 1), send a letter and/or questionnaire to find out members' activities with their Tollers, with other members, and with other dog clubs.
- After receiving notification from the Secretary of new membership approvals, welcome new members and encourage active participation in the Club.
- Encourage members and non-members to register their Tollers with the AKC.
- Work with other Regional Directors by sharing information and ideas.
- Encourage members to initiate regional Toller activities.
- Promote participation in events available to Tollers, including events sponsored by the Club, AKC, UKC, SKC and ARBA. Such events include competitions, mall exhibits, Temperament Tests, Canine Good Citizen Tests, etc. Contact the Public Education Coordinator (PEC) for Club information that members can distribute at these events.
- Prepare a Regional Report for each issue of Quackers by encouraging members to send information on activities and accomplishments with their Tollers for inclusion in the report.
- Encourage members to take photos at Toller events for inclusion in Quackers and the Historian's scrapbook.

Administrative Responsibilities & Duties: The Regional Director will:

- Attend In-person Meetings of the Board and the Annual Membership Meeting, if at all possible.
- Prepare and submit to the Secretary an annual written report in August of each year for presentation at the Annual In-person Meeting. This report should include activities and new programs initiated during the previous year, new programs being planned for the upcoming year, concerns and problems encountered, and any other information believed to be pertinent.
- At the request of the Board, and if present at the Annual Meeting, give an oral presentation at the Board Meeting and Annual Membership Meeting.
- At the request of the Board, prepare additional written reports.
- 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).