

## **OFFICERS [As approved 6/15/04]**

### **President:**

The President shall preside (chair) at all meetings of the Club and of the Board and shall have the duties and powers normally accorded to the office of President in addition to those particularly specified in the Constitution and By-Laws. Specific duties include: scheduling all Club and Board meetings, providing an agenda for all meetings, facilitating all Club functions in such a way as to remain outside any special interests, promote the active involvement of all members and well being of the Club to the best of his/her ability, and attend club functions.

### **Vice President:**

The Vice President shall have the powers and exercise the duties of the President in case of the President's death, absence or incapacity. The Vice President shall fill the office of President in the event the office of President becomes vacant. Other role expectations include: attend general club meetings and board meetings and Club functions, facilitate the business of the Club and promote the well being of the Club to the best of his/her ability, and facilitate all Club functions in such a way as to remain outside the special interests and promote the active involvement of all members.

### **Secretary:**

The Secretary shall attend all Club and Board meetings and keep accurate minutes of the proceedings. Prepare the minutes, including a copy of the monthly Treasurer's report and then distribute to the membership. Retain a copy for the Secretary's notebook along with all correspondence received that month. Maintain all records from past Secretaries so that Club history can be easily located and retrieved. Initiate appropriate correspondence as needed for club business.

### **Treasurer:**

The treasurer shall attend all Club and Board meetings, keep an accurate record of all deposit and payments [including all receipts], seek membership approval before payment of any item not included in the budget, and balance Club checkbook monthly. Prepare a monthly report of income and expenses for distribution to the membership, including a separate accounting of the Rescue account fund. Prepare a year-end accounting of income and expenses for distribution to the membership. Prepare annual budget based upon previous year's budget and actual expenses and submit to the Board for approval. Once approved, prepare annual budget for distribution to the membership. Store all Club financial records and receipts. Prepare and distribute membership renewal forms annually and collect dues from the membership, keeping an

accurate record of dues received. This may include sending out at least one reminder via e-mail or regular mail.

### **Board of Directors:**

The Board Members are the Immediate Past President who serves the first year following his/her presidency without election to office; two members who serve two year terms [one elected in even years and the other in odd years], and a one year member. Board Members are responsible to help maintain and assure the Club's By-Laws and Code of Ethics are upheld. Board Members are expected to attend all scheduled Club General and Board Meetings.

### **COMMITTEES [as approved 6/15/04]**

#### **Education:**

The committee is responsible for educating the public about our breed and rescue program. The committee has created packets, with helpful information about corgis. It also answers inquiries generated by the club's newspaper ad and website. Members assure that Club and AKC educational materials are displayed at all regular and special events. The Chair keeps a log of relevant contacts.

#### **Hospitality:**

The Chair stores Club hospitality supplies, takes inventory and replenishes supplies as needed and delivers supplies to Club functions, primarily the Specialty and Match. Distributes a sign-up sheet each year for snacks to be provided at Club meetings and reminds the member who signed up to bring snacks a couple of days prior to the meeting.

#### **Judges Selection:**

Members are appointed by the President and serve at least two years, to assure Specialty Show judges are contracted at least two years in advance of their assignment. They maintain a pool of potential judges, assure selections are timely and that selection procedures are consistently followed. To assure objectivity, a non-exhibiting committee member extends invitations to selected candidates, negotiates all contracts and keeps complete records of the entire assignment process. This committee usually meets in early February and prepares a ballot for the March meeting. Judges ballots will be confidentially maintained for at least one year.

#### **Membership:**

The committee assures the approved membership procedures are upheld and monitors the application process for compliance. Its members serve as the club's official greeters for guests and prospective new members. The Chair will provide Membership Application packets to club members sponsoring prospective new members and reviews applications for compliance with Club membership requirements. To assure objectivity, the Chair does not sponsor prospective new members.

### **Newsletter:**

The Corgi Currents Editor assures that the Club produces an informative, enjoyable and high quality publication for distribution to club members on a regularly scheduled basis. The editors request information from club members, collect and sort information, edit as necessary, and assemble the pages in a logical format. Formatting, retooling advertisements and retro-fitting pages are major duties. The Editors use a printer of their choice and work closely with that printer to assure quality and timeliness. Copies of newsletters are distributed to members at the meetings, mailed to those members that have paid the extra mailing fee, and shared with other clubs with whom we have a reciprocal agreement.

### **Programs:**

The Program Chair provides programs for each regular meeting; normally in the months of February, March, April, May, August, September, and October. The other months are reserved for annual club activities. In January of each year the Chair polls the membership for possible program ideas. Programs are usually 20 to 30 minutes long.

### **Rescue:**

The Rescue Committee Chair is responsible for organizing and maintaining a committee of Club members able to rescue, foster and assist with the successful placement of rescued corgis from within the Club's region and reporting committee activity back to the membership at each meeting. The committee meets as needed and maintains close communication with each other through all its work. Committee tasks include: fostering rescues, transporting rescues, screening adoption applications, assuring rescued corgis' rehabilitation and medical care.

### **Ways and Means:**

The Ways and Means Committee is responsible for any events or sales that assists the club with raising money. The W&M chair traditionally selects and orders clothing and other items to be sold at club events, as well as managing and storing the inventory. The committee should also provide expected income to the Treasurer and President annually to assist with budget planning.

