

Officer and Board Job Descriptions

No person may be a candidate for an office who has not paid dues to date and others to the Club, and who has not attended at least three (3) business meetings in the year proceeding the Elections Meeting. No person may be a candidate in a Club election who has not been nominated and accepted the nomination. If the nominee is not present at the Election meeting, the nominator must have a signed statement that the nominee will accept the nomination and serve if elected. During the month of February, the President shall appoint a Nomination Committee.

PRESIDENT

Duties and Responsibilities

1. Help to lead and guide the Club with the ultimate objective being the further education of individuals and betterment of the breed.
2. Help to formulate, establish and achieve both short range and long range goals to better serve the Club.
3. Preside at all meetings of the Club and the Board.
4. Have the duties and exercise the powers normally appurtenant to the office of the President as specified in Robert's Rules of Order, including appointment of all committee chairpersons.
5. Conduct the Club meetings and Board meetings in accordance with the Club Constitution and By-Laws.
6. Keep a copy of the Club Constitution, By-Laws, and Robert's Rules of Order for referral at each meeting.
7. Arrange any special board meetings to conduct committee business prior to presentation before the membership.
8. Assure that all Club projects are conducted within the guidelines of the AKC, the ASSA and any other clubs with which we may have contact (example: when a specialty show is held in conjunction with an all-breed show).
9. Establish and promote a viable network of communication for Club information.
10. Serve as an Ex Officio member of all Club committees except the nomination committee.
11. Create and appoint any ad hoc committees for special projects.
12. Serve as sounding board for potential Club projects and functions.

13. Act as a liaison between the Club and the general public.

VICE-PRESIDENT

Duties and Responsibilities

1. Help to lead and guide the Club with the ultimate objective being the further education of individuals and betterment of the breed.
2. Help to formulate, establish and achieve both short and long range goals to better serve the Club.
3. Have the duties and exercise the power to the President in case of the President's absence or incapacity.
4. Act as General Chairman of the Show Committee for all shows and matches during the year.
5. Keep the supply of ribbons and rosettes in good shape for upcoming matches and shows, and order new supply as needed.
6. Keep the supply of forms for use at matches and shows up and replace as necessary.

These forms include: Sweeps entries, Sweeps results, Conformation entries, Conformation results, Obedience entries, Obedience results, Obedience scoring forms, Blank entry forms.

7. Act as the Club's official delegate to any organizations sponsoring a show or match during the year including negotiating with show giving clubs that we may be involved with.

RECORDING SECRETARY

Duties and Responsibilities

1. Help to lead and guide the Club with the ultimate objective being the further education of individuals and betterment of the Breed.
2. Help to formulate, establish and achieve both short and long range goals to better serve the Club.
3. Maintain permanent continuing minutes of the Club and Board meetings in typed fashion (see template below).
4. Keep attendance records, of each meeting include with the minutes.
5. Prior to the next meeting, send a copy of each set of Regular Club meeting minutes to the Board and General Membership.
6. Prior to the next meeting, send a copy of each set of Board meeting minutes to the Board.

7. Create and maintain a notebook of prior minutes of meetings to be brought or sent to each meeting for reference.
8. Include in this notebook a copy of the minutes of each meeting in the previous calendar year.

CORRESPONDING SECRETARY

Duties and Responsibilities

1. Help to lead and guide the Club with the ultimate objective being the further education of individuals and betterment of the Breed.
2. Help to formulate, establish and achieve both short and long range goals to better serve the Club.
3. Have charge of all correspondence including AKC, ASSA, judges, and other clubs, etc.
4. Send a copy of pertinent correspondence to the appropriate officers or chairperson while retaining the original for the files.
5. Keep a roll of the members of the Club and their addresses.
6. Provide membership application forms to those who request them and have them available at every meeting.
7. Notify new members of their election to membership with a welcome letter and a new membership packet.
8. Notify unsuccessful applicants of the results of the election.

FINANCIAL SECRETARY

Duties and Responsibilities

1. Help to lead and guide the Club with the ultimate objective being the further education of individuals and betterment of the breed.
2. Help to formulate, establish and achieve both short range and long range goals to better serve the Club.
3. Collect all monies due to the Club.
4. Record in permanent record book:
 - a. Date
 - b. Name
 - c. Paid by cash or check

- d. Amount under appropriate column.
5. Type four (4) copies of the Financial Secretary's Report showing a breakdown for all monies received:
 - a. Keep one copy for your records.
 - b. Make one copy for the Treasurer.
 - c. Make one copy for the President.
 - d. Make one copy for the Recording Secretary.
6. Stamp the back of all checks with the Club's bank stamp.
7. Make deposit slip in duplicate.
8. Have the bank print a receipt for each deposit.
9. Keep a copy of the deposit slip for your records.
10. Send the receipt of deposit and a copy of your report to the Treasurer immediately.
11. Report all monies received and deposits made at each meeting.
12. Send notices of unpaid bills. Keep a copy of the notice for your records. When a bill is paid, record and destroy your copy.
13. Send a "Dues Notice" and notify members of their financial standing in the Club by April 1 of each year.
14. Maintain membership applications. When a new member is elected, send the name, address, phone number, kennel name, and e-mail addresses to the President for publication.
15. Have the books available for inspection by any member at any time upon request and as directed by the Board for an audit.
16. At the General Election meeting, prepare and read a list of members with outstanding balances who are ineligible to vote and run for office.
17. Prepare an annual statement.

Helpful hints: If someone is collecting money for you, ask them to please present a breakdown sheet showing what the money was for, from whom, and the amount. If you can get people to write separate checks, it makes your job much easier. If not, ask them to write on the check what it is for.

TREASURER

Duties and Responsibilities

1. Help to lead and guide the Club with the ultimate objective being the further education of individuals and betterment of the breed.
2. Help to formulate, establish and achieve both short range and long range goals to better serve the Club.
3. Receive record of deposits mad by the Financial Secretary. Check to see that the amounts match the bank statement.
4. Attend meetings or make sure the checkbook gets there for alternate to use to write checks. Present bills from members and pay those bills authorized by the general membership at meetings.
5. Take the checkbook to major Club events to pay bills.
6. Is able, with discretion, to pay those bills listed under the Standard Operation Procedure as approved by the membership in December 1983. Those are:
 - a. AKC licenses and other fees
 - b. Rentals for matches and other events
 - c. Expenses of judges (travel, lodging, meals, etc.)
 - d. Calendar sales - advances
 - e. Superintendent fees
 - f. ASSA dues and medallion fees
 - g. Rentals for meetings and programs
 - h. Amount to purchase 100 stamps for the Corresponding Secretary as needed
 - j. Prepayment of trophies for shows
 - k. Specifically excluded are: phone bills, meals, food, gifts, flowers, awards, donations, funds for money making projects, or other items that have not been approved by the general membership.
7. At each meeting of the general membership, list all checks paid since the last meeting where you gave a report.

8. Balance of the checkbook against the bank statement and report the balance of the checkbook and the savings account to the general membership.
9. In September, send the State of Michigan the renewal for the Club's tax-exempt status. Fee \$10.00
10. Have the books available for inspection by any member at anytime upon request and as directed by the Board for any audit.
11. Mail the payment checks of bills paid at the meeting where the payee was not present.
12. Take care of insurance for the Club. Submit bill to membership for approval of payment. For any club event, show, match, clinics, etc. a letter must be sent to the insurance company requesting proof of insurance for the date and place of the event to be held. This letter should be sent no less than six weeks prior to the event. The insurance company will then send the appropriate document which should be received within seven to ten days. A copy of the document needs to be given to the event chairperson.
13. Remember that you don't necessarily agree with or get to approve bills; you just get to write out the checks in a responsible manner so that the Club's reputation is not damaged.
14. Prepare an annual statement.

BOARD MEMBERS

Duties and Responsibilities

1. Help to lead and guide the Club with the ultimate objective being the further education of individuals and betterment of the breed.
2. Help to formulate, establish and achieve both short range and long range goals to better serve the Club.
3. Attend Board meetings.
4. Those Board Members who are not officers will attend to one of the lists of responsibilities outlined below. These can be done yourself or find a member willing to take on the responsibility.

BOARD MEMBER "A"

Duties and Responsibilities

1. Take care of general publicity for the Club for upcoming shows or matches, contact the following:
 - A. Shelties online and Sheltie International, check if they offer free show listing.
 - B. Local publicity

- C. List on the web, make sure SSCGD webmaster has the needed information
 - D. Send out information on the different sheltie lists
 - E. Use social media such as facebook
 - F. Send flyers to Region 4 Clubs
 - G. Any other means of free advertising
2. Schedule the room for club meetings.
 3. Send out an email to the membership list reminding members of the upcoming meeting. Time, place, and date.

BOARD MEMBER "B"

Duties and Responsibilities

1. Take care of the procurement and sales of calendars. The first notice will come in the spring to the Corresponding Secretary. After the membership votes on the amount of calendars to be ordered, the Treasurer will issue a check. Send it immediately and you will usually receive the calendars by the end of September. Be sure to count them. Try to sell them immediately and be sure to send the checks to the Financial Secretary. Personal checks should be processed as soon as possible. Calendars can be reserved on a prepaid basis only. When all the calendars are sold send a complete report to the Financial Secretary.
2. Be the "Sunshine Person" for the Club. Send a nice card, flowers, book, or money (limit \$50.00) for the following:
 - A. Hospitalization of a member
 - B. Long term illness of a member
 - C. Death in the immediate family (husband, wife, children, significant other) of a member. Send money or flowers, but not both.
 - D. New baby of a member
 - E. No weddings

BOARD MEMBER "C"

Duties and Responsibilities

1. Organize and maintain an inventory list of the Club's equipment and supplies.

A. Maintain accurate records of Club inventory including the location (name and phone number of person holding the item) and quantity.

B. Food supplies: coffee pot, creamer, sugar, tea, coffee, cocoa, stirrers, plate, cups, etc.

C. Show and match equipment: cash box(s), clipboards, placement markers, raffle tickets, tape, pens, pencils, armbands, rubber bands, envelopes for sweeps, plastic for the floor, and duct tape.

D. Trophies and medallions left over from previous events, or donated by members.

2. Act as Program Chairperson. Ask for ideas from the membership, be sure and get names and phone numbers of possible speakers. Get input from the Board. Arrange for building if necessary. Arrange for any needed equipment (VCRs, overhead projectors, etc.) Verify with speaker shortly before the event. Verify arrangements before the event.

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