

CLERMONT COUNTY DOG TRAINING CLUB, INC
COMMITTEES AND JOB DESCRIPTIONS

The chairman of each committee, shall be appointed by the Board and shall have primary responsibility for supervising and carrying out the work of that committee. The assistant chairman shall be involved as much as possible in these tasks and maybe appointed to chair the committee the following year.

Audit Committee

Conducts annual review of the club's financial records.

Awards Committee:

Organizes and receives records of title, achievements or successes earned by club members for awards or recognitions

1. Special awards may include:

- Louisa Flood Award.

This is a Lifetime Membership award presented to a single individual whenever deemed appropriate by the Board to honor a member with a record of outstanding service to the club. Candidates are nominated by the membership and voted on by the Board of Trustees to preserve the element of surprise.

Members shall be notified in the February issue of the Howler Newsletter that Nominations are open until March 15. Nominations shall be sent to the Corresponding Secretary for Board consideration.

- **Member of the Year Award** is awarded annually to members with a record of outstanding service to the club for that year. Up to three (3) members may receive this award in a given year. Candidates are nominated by the membership and voted on by the Awards Committee.
- **Member Sponsored Awards** are Awards and recognitions which are sponsored by a Member or Members of CCDTC, will be the responsibility of the sponsor(s) to pay for and maintain such awards. Rules and requirements for any Member sponsored awards will be made available to the membership.

2. Annual Recognition Night:

CCDTC may hold an Annual-Recognition Night to Honor Members, Member's titles, successes, contributions and outstanding service.

Building Committee

Consists of Trustees and club members as appointed by the board.

It maintains general safety and maintenance of the building and premises including

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Performing periodic building safety reviews; stocking First Aid kits ; periodic building and equipment repair; inspecting building for vermin and setting traps, or work with exterminators who can eliminate any problems in a dog-safe manner; performing/arranging minor maintenance as needed; working with outside building maintenance contractors as deemed necessary by the Board; keeping toilet paper, paper towels, hand soap in stock for the bathroom, as well as any other cleaning supplies for kitchen or bathroom; scheduling the cleaning crews and reporting any building or property issues to the President to pass onto the landlord.

The committee reports on the condition of building and properties at membership meetings.

By-Laws Committee

Reviews CCDTC Bylaws and makes recommendations for additions, deletions, and updates to the Board of Trustees.

Class registrar(s)

1. Receives applications and payment for training classes
2. Places applicants in appropriate class
3. Notifies class members via email to confirm registration
4. Checks non-member canine health certificates
5. Emails instructors the class list at least 3 days prior to first class date
6. Puts class fee checks into safe.

Equipment Committee

1. Maintains the safety and maintenance of all class and trial equipment
2. Performs periodic equipment safety reviews, ensuring equipment is stored safely and properly;
3. Keeps an itemized inventory;
4. Recommends replacement or addition of any equipment and/or purchasing options to the Board;
5. Reports on the conditions of equipment to the board.

Events Committee

Consists of the Events Committee Chair(s), and, optionally, members selected by the current Events Committee Chair(s), subject to approval of the Board of Trustees, the events committee

1. Manages the schedule of events at the training facility,
2. Evaluates proposed events,
3. Helps the chair of the events when they need help,
4. Ensures that the events make a profit and/or meet the goals of the Corporation.

5. Chair is point of contact for all building rentals.

All licensed events sponsored by the Corporation will be run in accordance with the rules, policies, and procedures from which the license was granted.

The chair of each individual event, competition or building rental shall request the date for their event from the Events Committee. Each event (other than regularly scheduled training classes) that is placed on the club's calendar shall be approved by the Events committee before it is put on the calendar.

Historian

Keeps record of the history and activities of the club, including newspaper articles, pictures, and other written items of interest to the club.

Membership Committee

The Vice-President is chairman and sends membership renewal applications according to the Bylaws.

Duties and responsibilities:

1. Receives applications for membership from applicants, provides pertinent information about prospective members to the club.
2. Ensures all paperwork for membership is complete before a prospective member is eligible to be voted into membership.
3. Maintains membership meeting sign-in sheets.
4. Keeps membership list updated and available to all members.
5. Sends renewal applications to members by August 1 of each year.
6. Notifies members regarding receipt of renewal.

Newsletter Committee

Publishes a periodic newsletter, emails newsletter to members and posts newsletter on club web site.

Each newsletter shall contain next membership meeting date, meeting minutes, prospective member information, and other items of interest.

Nominating Committee

Presents a slate of candidates at the membership meeting preceding the Annual Meeting for the offices that have terms that expire on the date of the Annual Meeting, after affirming the willingness of each candidate to run for office. Also receives the applications of candidates for Training Director(s) prior to the July membership meeting. (see also: By Laws Article IV, Section 7).

Publicity

This committee will have the responsibility of maintaining and disseminating information on the club. Included in the jobs are to advertise club classes and activities by keeping printed information available at veterinary offices, grooming shops, etc. and by placing press releases and advertisements in newspapers as necessary. Additional duties may be added as needed.

Store

The store Manager will maintain Inventory, place orders, stock and price merchandise. Schedule Store open times Train volunteer workers in merchandise use and how to fit dogs for merchandise. Maintain books and provide the Treasurer with records and funds received in a regular and timely manner.

A key to the store may be made available to Instructors for use when there is need to access items in the store. They are responsible for collecting payment and recording same.

Training Committee

There shall be a standing Training Committee consisting of the Training Director(s), and members selected by the current Training Director(s) who shall represent each level and/or venue of training classes offered by the Corporation. The Training Committee shall have responsibility, subject to approval of the Board of Trustees, of setting class schedules, recruiting instructors, and selecting the registrar. The Training Committee shall hold regular meetings for the purpose of sharing information and views, determining the classes which will be offered and the teaching goals in each class.

Training Director: There shall be a maximum of 3 Training Director(s) ~~shall be determined by the Board of Directors~~ as presented by the Nominating Committee. The Training Director(s) heads the training committee and is responsible for selecting the venue level heads (agility, conformation, obedience/rally, scent, etc).

The venue level heads will make up the core of the training committee. Assistants for each venue will be chosen by the level heads and may also be a part of the training committee if approved by the Training Director(s). Class registrar(s) is/are a member (s) of the training committee.

The training director (or directors) will be ultimately responsible for setting class schedules and for overseeing class content. The training director(s) will be consulted about the use of alternative training devices and methods. It will be the decision of the training director(s) to allow or disallow the use of same at CCDTC classes. The training director(s) may allow specific decisions on training devices or methods to be decided by level heads or individual instructors on a case-by-case basis.

Parliamentarian

Supervises both general membership and Board Meetings to assure the meeting is conducted by Robert's Rules of Order. The Parliamentarian shall have no vote at a Board Meeting.

Website Committee

The Club shall support and maintain a website for the purpose of:

1. Marketing of Club's training classes, trials, and other activities.
2. Providing on-line registration for classes.

3. Providing on-line information pertaining to club events.
4. Displaying information on classes, events, and other activities.

The website may be discontinued by a majority vote of the Board of Directors should the use and effectiveness of the website deemed to be no longer appropriate to the Club's business.