

GHPWCF Duties and Responsibilities

President-

General Duties:

- lead the club in it's activities
- help the club carry out its assigned objectives
- represent the group
- should have a working knowledge of parliamentary law and a thorough understanding of the constitution and by-laws of the organization

Before meetings:

- plans the meetings and prepares and publishes the agenda with the help of other officers and board members
- makes certain members and officers know the meeting date, time and place
- makes certain all officers and committee chairs making reports have been informed of their agenda
- arrives prior to the meeting to insure that everything is set

During the meeting:

-General Meeting Order of business:

- Roll call
- Minutes of last meeting
- Report of the President
- Report of the Corresponding Secretary
- Report of the Recording Secretary
- Report of the Treasurer
- Reports of the Committees
- Election of Officers and Board (at annual meeting)
- Election of new members
- Unfinished Business
- New Business
- Adjournment

-Board Meeting Order of business:

- Reading of minutes of last meeting
- Report of the Corresponding Secretary
- Report of the Recording Secretary
- Report of the Treasurer
- Reports of the Committees
- Unfinished Business
- Adjournment

- calls the meeting to order
- follows the agenda and brings up items in their logical order
- leads the discussion
- keeps a positive climate during the meeting; remains calm under pressure
- sets and example in leadership
- listens attentively to others when they are speaking
- allows all members the opportunity to speak
- praises and thanks the group for their participation
- talks no more than necessary while presiding
- refrains from entering the debate of issues before assembly

-extends every courtesy to the opponents of a motion, even though the motion is one that the presiding officer favors

Duties specific to the Greater Houston Pembroke Welsh Corgi Fanciers

-Six regular meetings, preceded by six board meetings, must be held in a calendar year.

-The board meeting may not be more than two weeks prior to the regular meeting.

-It is the responsibility of the President to be sure that the meetings are scheduled and held, as required by the constitution of the GHPWCF

GHPWCF Duties and Responsibilities

Vice President-

-shall have the duties and exercise the powers of the President in case of the President's absence.

GHPWCF Duties and Responsibilities

Treasurer-

-collect and receive all moneys due or belonging to the club

-shall deposit the same in a bank designated by the board, in the name of the club

-present a financial treasurer's report at every meeting; making copies for the club membership

-prepare a year-end financial statement for the Board and general membership

-pay club bills and make club reimbursements

-During the month of March, send to each member a statement of his/her dues for the ensuing year.

-update treasurer's reports and account balance sheet

-file yearly paperwork with State of Texas-franchise tax information

-upon request, provides to committee chairs historical information on their committee's revenue and expenses

GHPWCF Duties and Responsibilities

Corresponding Secretary-

-conduct the general correspondence of the club

-answers all questions concerning the breed and the club via telephone and e-mail

-corresponds with the PWCCA regarding dates and judges for the club's annual Specialty Show

-corresponds with the PWCCA regarding new officers

-handles all AKC matters and correspondences, promptly

GHPWCF Duties and Responsibilities

Recording Secretary-

-keep a record of all meetings of the club and of the board and all matters of which a record shall be ordered by the club.

-send written notice of each board AND general membership meetings at least 10 days prior to the date of the meeting.

- e-mails minutes and other club documents to webmaster for inclusion on the website, mails to members who request them
- provides the nominating committee of eligible members for each positions
- duties as the Membership Committee Chairman-
 - keep roll of the members of the club with their names, addresses, phone #'s and email addresses.
 - carry membership application forms and make available at each meeting
 - keep on file all member applications
 - read each new application at the first meeting of the club following it's receipt; at the next meeting the application will be voted upon and affirmative votes of $\frac{3}{4}$ of the members present at that meeting
 - notify new members of their election to membership; notify officers and directors of their election to office
 - sends annual dues notice when treasurer requests it

GHPWCF Duties and Responsibilities

Judges Selection/Judge's Nominating Committee-

- provide preferred judges' names to the all-breed clubs where GHPWCF supports entries, as well as providing a nominating slate of judges for the club to vote on for the specialty at the July meeting.
- arranges for contracts with specialty and sweepstakes judges
- solicits input from membership for the purpose of updating the Preferred and Breeder Judges list
- provides ballots for Specialty judges
- provides webmaster with updated preferred and breeder judge's list
- builds and maintains effective relationships with representatives with every all-breed clubs where GHPWCF supports entries

GHPWCF Specialty Duties and Responsibilities

Announcing and Loud Speaker-

- get equipment for use
- be in charge of announcements throughout the Specialty Day; announcing the start of the show with the National Anthem, breaks, Silent Auction bid ending, etc...

GHPWCF Duties and Responsibilities

Catalog Advertising-

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Catalog/T-Shirt Sales-

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Chief Ring Steward-

GHPWCF Duties and Responsibilities

Flowers & Decorations-

GHPWCF Duties and Responsibilities

Grounds/RV Parking-

- purchasing supplies about a month or so before the specialty
- get unloading/parking personnel volunteers about a month or so before the specialty

GHPWCF Duties and Responsibilities

Hospitality-

GHPWCF Duties and Responsibilities

Judges Hospitality-

- Make sure judges are greeted and cared for during their stay
- Coordinate travel for judges to and from the Specialty
- Pick up judges from airport, drive to hotel
- Night before the Specialty, drive the judges to/from dinner
- Day of Specialty show-pick up judges and drive to/from Specialty
- Drive judges to/from Specialty dinner
- Drive judges back to airport for departure

GHPWCF Duties and Responsibilities

National Anthem-

- In touch with loud speaker/announcer; making sure proper equipment will be available
- Sing or provide/present tape of National Anthem

GHPWCF Duties and Responsibilities

Obedience Chairman-

- get the obedience equipment
- appoint obedience ring stewards (2 posts)

GHPWCF Specialty Duties and Responsibilities

Show Chairman-

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Show Secretary-

GHPWCF Duties and Responsibilities

Silent Auction and Raffle-

- contact local businesses, Vet Clinics, Corgi Artists, vendors, etc for donations
- get copy of the GHPWCF Donation Receipt to give to business donations
- organize silent auction items; making sure to gather small items in lump baskets
- if available, take pictures of items and post on GHPWCF website
- get supplies from previous year's Silent Auction Chair-pens, clear flyer holders, etc...
- Provide bid sheets for the auction table (at least 100 sheets)-Things to include: Specialty Logo, Item to be auctioned, Donator name and address for Thank You notes later, Bidder name and bid amount.
- Decorations for table-table cloths, table skirts; keep with the theme/colors of the Specialty; contact the Specialty Theme/Logo Chairperson or the Decorations/Flowers Chairperson
- write and mail out Thank You notes to all who donated items.

GHPWCF Duties and Responsibilities

Specialty Dinner-

- Find the Specialty Dinner location; get approved by the GHPWCF Board of Directors
- Secure reservation

GHPWCF Duties and Responsibilities

Specialty Theme/Logo-

- Theme-Gather ideas from the General Membership; get approved by the GHPWCF Board of Directors
- Find Artist; get approval from GHPWCF Board of Directors
- Working with artist's ideas, design the logo
- Logo deadline-PWCCA Newsletter Issues: Fall Issue...July 20, Winter Issue...

GHPWCF Duties and Responsibilities

Trophies-

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Awards-

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GHPWCF Duties and Responsibilities

Activities/Education-

- promote activities for club members
- identifies and analyzes the interest of members
- coordinates Activity Plans with Officers to ensure time and any financial costs/obligations are approved
- maintains records of past activities
- maintains records of interests for future activities
- maintains record of point of contact information of individuals involved in activities
- Annual Puppy Match
- Seminars or other activities at club meetings or functions