



OHIO VALLEY PEMBROKE WELSH CORGI CLUB JOB DESCRIPTIONS

The following list of job descriptions for the Ohio Valley Pembroke Welsh Corgi Club was compiled by Pam Hudson.

OFFICERS

PRESIDENT

PURPOSE: The President has all the duties and powers appurtenant to the position, in addition to those particularly specified in the by-laws.

TASKS:

1. Presides over all board and general meetings of the OVPWCC.
2. Creates an “agenda” for all board meetings and general meetings.
3. Oversees all OVPWCC officer positions and all Board appointed Committee Chairs

VICE PRESIDENT

PURPOSE: The Vice-President shall have the duties and exercise the powers of the President in case of the President’s death, absence, or incapacity

SECRETARY

At the present time one person does the duties of both the **Recording Secretary** and the **Corresponding Secretary**.

PURPOSE: The Recording Secretary shall keep a record of all Club Meetings, Special Club Meetings, Board Meetings and any other matter for which the Club shall order a record. She shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of the members of the Club with their addresses and carry out such other duties as are prescribed in the by-laws.

TASKS:

1. Keeps an accurate and full record of all meetings
2. Keeps a roll of the members and their addresses
3. Updates and maintains the membership roster, send to the Webmaster for inclusion on the website, send copies to all members
4. Notifies members of meetings, per policy
5. Notifies new members of their election to membership. Send Constitution and by-laws
6. Notifies Officers and Directors of their election to office
7. Sends annual dues notice when treasurer requests it
8. E-mails minutes and other club documents to Webmaster for inclusion on the Website, mails them to members who request them
9. Provides the nominating committee of eligible members for elected positions

The Corresponding Secretary shall conduct the general correspondence of the OVPWCC, presenting copies and reports at each meeting

TASKS:

1. Answers all questions concerning the breed and the club via telephone and e-mail

2. Corresponds with the PWCCA regarding dates and judges for the club's Specialty
3. Corresponds with the PWCCA regarding new officers
4. Handles all AKC matters and correspondence, promptly

TREASURER

PURPOSE: The treasurer shall collect, receive, and disburse all moneys due or belonging to the OVPCC. He shall deposit the same in a bank designated by the Board, in the name of the Club. His books shall at all times be open to inspection of the Board and he shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the Annual Meeting he shall render an account of all moneys received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount, as the Board of Directors shall determine.

TASKS:

1. Deposits all club funds into the designated depository
2. Reviews all check requests for proper documentation and approvals; writes and promptly sends checks for appropriate expenditures
3. Prepares financial reports for each Club meeting
4. Prepares a year-end financial statement for the Board, Club members
5. Annually, negotiates and renews insurance coverage for (a) general liability, (b) officers and directors' liability, and (c) fidelity bond. Requests and disseminates any insurance certificates needed during the year.
6. Upon request, provides to committee chairs historical information on their committee's revenues and expenses

COMMITTEE CHAIRS

ACTIVITIES/EDUCATION

PURPOSE: Promote activities for club members

TASKS:

1. Identifies and analyzes the interests of members
2. Coordinates Activity Plans with Officers to ensure time and any financial costs/obligations are approved
3. Maintains record of past activities
4. Maintains record of interests for future activities
5. Maintains record of point of contact information of individuals involved in activities
6. Annual Puppy Match
7. Seminars or other activities at club meetings or functions

AWARDS

PURPOSE: Distribution of annual awards requested by club members

TASKS:

1. Mails award applications as well as ask OVation editor to include in issue prior to the annual puppy match
2. Inventories, orders and stores awards
3. Presents annual awards at the annual puppy match

BREEDER REFERRAL

PURPOSE: Provide information about Pembroke Welsh Corgis

TASKS:

1. Answers questions about Pembroke Welsh Corgis
2. Provides referrals to breeders who have puppies/adults
3. Provides referrals to rescue

JUDGES SELECTION

PURPOSE: Provide preferred judges' names to the all-breed clubs where OVPWCC supports entries, as well as nominate slate of judges for specialties

TASKS:

1. Arranges for contracts with specialty and sweepstakes judges
2. Solicits input from membership for the purpose of updating the Preferred and Breeder Judges lists
3. Provides ballots for Specialty judges
4. Provides webmaster with updated preferred and breeder judges' lists
5. Builds and maintains effective relationships with representatives with every all-breed clubs where OVPWCC supports entries

LEGISLATION

PURPOSE: Inform membership of legislation that can or will impact them

TASKS:

1. Monitors the OH, KY, and IN legislatures as well as the federal to see if there are actions that affect dogs or dog exhibiting and passes that information on to members
2. Monitors AKC, NAIA, ADOA, and similar organizations and passes on information

LIBRARIAN/HISTORIAN

PURPOSE: Store and catalog OVPWCC holdings

TASKS:

1. Loans as requested

MEMBERSHIP

PURPOSE: Provide information about OVPWCC and promote active membership

TASKS:

1. Mails membership applications
2. Confirms attendance at meetings
3. Reads applications at meetings
4. Provides Secretary with new members' address and phone number

OVATION

PURPOSE: The Newsletter Editor prepares for publication the OVation, newsletter of the OVPWCC

TASKS:

1. Collects materials, articles, columns, etc.
2. Prepares a column each issue, "Editorial Comments" which introduces the articles for that issue and/or relays specific event information

3. Contracts with a qualified printer who will produce a quality product
4. Receives all materials submitted for inclusion in the newsletter. Catalogs all materials and monies received, including advertising, regular and non-regular articles and/or columns, candid photos, show reports, letters to the editor, etc.
5. Reviews all materials received to ensure completeness, including correct fees, if applicable, well-marked photos, thorough instructions regarding the material, etc. Makes any appropriate changes to the material, including correction of misspellings, typographical errors, etc. The Editor may use discretion in correcting grammar in articles, columns or advertising to protect the qualitative integrity of the Newsletter
6. Invites an appropriate person or persons to have their dogs on the cover pertaining to each issue. Spring – Performance, Summer – Specialty, Fall/Winter – Puppy/Holiday
7. Lays out the Newsletter, including ads, articles and columns in an appropriate editing program
8. Proofs the newsletter for mistakes, misspellings
9. Prints a hard copy of the completed layout to be submitted to the printer
10. Submits hard copy and a CD with the newsletter in one PDF file to the printer
11. Returns any materials as necessary to the appropriate individuals (s) or club (s), taking care to return those materials in good condition and order
12. Keeps an accurate list of Subscribers
13. Creates mailing labels and mails Newsletter to Members and Subscribers. Keeps 2 copies for Archives
14. Continues to research techniques, subject matter and/or formatting that would improve the Newsletter in publication quality, quality of content, profitability and value to the readership and to the OVPWCC

PERFORMANCE

PURPOSE: To encourage participation in performance events

TASKS:

1. Provides list of upcoming events in the OV area
2. Provides information about requirements for performance events
3. Offers seminars/exhibitions about different performance venues

PWCCA REPRESENTATIVE

PURPOSE: To keep club members informed regarding what goes on at the parent club Board Meetings

TASKS:

1. Attends the PWCCA Board Meetings, take notes and reports promptly and fully to OVPWCC membership
2. Participates in the PWCCA Rep list

RESCUE

PURPOSE: Foster and/or find appropriate homes for Pembroke Welsh Corgis who are turned in to animal shelters or into OVPWCC Rescue. If puppy/dog is from an ethical breeder, ensure that the breeder takes full responsibility for its care.

TASKS:

1. Oversees all pick ups of dogs needing to come into foster care
2. Tries to do some home to home adoptions when problems seem minor or we have no foster homes
3. Checks back with all who contact about Pembroke Welsh Corgis needing help to ensure whoever was responsible is taking action

4. Oversees committee spending and sends bills on the reimbursement forms to the Treasurer. Bills are generally for vet bills, medical procedures, gas money to go far when picking up dogs or delivering dogs
5. Sends out rescue applications
6. Reviews all applications, checking with prior vet for information on how applicants kept their prior animals
7. Answers questions about Pembroke Welsh Corgis to fully inform prospective owners about them to prevent them from coming back into rescue
8. Contacts AKC when learns of very bad situations with breeders and get them “flagged” by investigations and inspections (backyard breeders and puppy mill sorts so far)
9. Works toward the proper resolution or home for each dog. Some are put down, hopefully by the owner taking responsibility.
10. Follows up with foster homes as to when the dogs are ready to be placed. Let them see the applications in advance of contact with adopters if that is what the foster home wants. This is preferable since the foster home knows the dog.
11. Follows up to ensure paperwork is signed, donations – in proper amounts- are forwarded to treasurer
12. Follows up with the adoptive homes within a few days, then about a week later and then one month later
13. Contacts other rescue groups, both Pembroke Welsh Corgis as well as all-breed
14. Oversees rescue parade
15. Oversees rescue raffle/auction
16. Encourages people to foster, even if not members of Ohio Valley since foster homes (not kennels) are so difficult to find
17. Aware of rescue funding level, fund raise as appropriate

SUNSHINE

PURPOSE: Correspondence from the OVPWCC to members who are ill or have had surgery

TASKS:

1. Sends appropriate cards for the occasion

TROPHY

PURPOSE: To ensure trophies are available at the supported shows as well as the Specialty. This includes Best Puppy plate and the Tasha Tudor certificate.

TASKS:

1. Stores trophies in an atmosphere that will not hurt them and inspect them prior to shows to ensure they are in excellent condition
2. Needs to have the ability to lift heavy boxes
3. Develops notes to ensure that deadlines are met, show dates, phone numbers, contact people etc.
4. Recruits volunteers to deliver trophies if the chair is not able to attend
5. Needs to have creative ability to displaying trophies at the specialty
6. During the specialty, hands appropriate trophies to the ring steward for each class
7. Dismantles trophy table and packs up remaining trophies and take them home
8. For supported entry shows, contacts the club organizing the show prior to the premium list due date to let them know what is being offered by OVPWCC
9. Ensures trophies are delivered ringside at supported shows
10. Inventories, orders and stores Pewterix oval plates

WAYS AND MEANS

PURPOSE: Make monies for OVPWCC

TASKS:

1. Provides appropriate items for sale at Specialty as well as club meetings
2. Orders and stores items for sale
3. Provides information to Webmaster for online sales

WEBSITE

PURPOSE: Designs and maintains the OVPWCC website

TASKS:

1. Has knowledge of an appropriate website building program
2. Contracts with a qualified Web Host
3. Receives all materials submitted for inclusion on the website
4. Reviews all materials received to ensure completeness
5. Ensures that all material on the web site has been reviewed by and approved by the OVPWCC Board
6. Keeps information on the website up to date particularly member information and up-coming events
7. Continues to research techniques, subject matter and/or formatting that would improve the website's quality of content