

SAWNEE MOUNTAIN KENNEL CLUB

2013 BOARD-CREATED COMMITTEES / RESPONSIBILITIES

AKC LEGISLATIVE LIASON (Chair: Dave Christenson)

- Interfaces with the A.K.C., other organizations and the Club on legislative matters.
- Not a budgeted position although expenses are reimbursed.

AWARDS AND RECOGNITION (Chair: Holly Schmidt)

- Collects and maintains listing received from members on any titles received during current year.
- Plans yearly awards dinner and presentation
- Orders awards for presentation
- Not a budgeted position although expenses are reimbursed.

BREEDER REFERRAL (Chair: Terri Ann Votava)

- Maintains a list of breeders in the area.
- Refers those seeking information about specific breeds to the listed breeders.
- Not a budgeted position.
- Requires quarterly reports to the Board

DISASTER RELIEF (Chair: Sharon Webb and Sue Benkiser)

- Coordinates with county and state agencies regarding disaster planning.
- Organizes volunteer base to rally at moments notice to rescue animals or what is needed in an emergency.
- Organizes foster homes available to take in rescued animals until owners can be located.
- Not a budgeted position although expenses are reimbursed.

HISTORIAN (Chair: Tina Misko and Rhonda Jarman)

- Collects and maintains items of a historical nature with regards to the Club.
- Creates a display board or album of the Club's history for display at Club events.
- Not a budgeted position although expenses are reimbursed.

HOSPITALITY (Chair: OPEN)

- Responsible for providing suitable hospitality at Club events.
- Responsible for arranging for a location in order to accommodate its activities.
- This committee is budgeted.

JUDGES SELECTION (Co-Chairs: Darlene Kelley, Melanie Cromwell, Sharon Webb, Andrea Bradford & Paul Averill)

- Coordinates, with other clubs in the Cluster, in the selection of Show Judges.
- Should have a good knowledge of judges.
- Requests and handles feedback from Club members with regards to specific judges.
- This committee is not budgeted.

LIBRARIAN (Chair: Tina Misko and Rhonda Jarman)

- Maintains and collects books and videos owned by the Club.
- Makes the catalog is available to the Club membership for borrowing of items in its collection.
- Ensures that items borrowed are returned within a reasonable amount of time.
- Not a budgeted position.

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MATCH (Chair: Karen West)

- Arranges for a match site and date.
- Is authorized to sign agreements and/or contracts as approved by the Board.
- Responsible for contacting and doing the required AKC paperwork.
- Responsible for arranging for judges.
- Responsible for having sufficient and correct ribbons and rosettes for the match.
- Responsible for any equipment needed for the match.
- Responsible for required match registration paperwork and collections.
- Responsible for providing paperwork and collections to the Club Treasurer.
- Organizes and appoints chairpersons to do the following:
 - Set-Up / Clean-Up (no budget)
- This committee is budgeted.

MEMBERSHIP (Co-Chairs: Gina Bonner & Sharon Webb)

- Maintains membership list.
- Sends out yearly renewal dues notices.
- Adds new members to Yahoo group.
- Not a budgeted position although expenses are reimbursed.

NEWSLETTER (Chair: Cindy Hogan)

- Creates and mails the monthly newsletter.
- Not a budgeted position although expenses are reimbursed.

PROGRAM (Chair & Committee): OPEN)

- Responsible for arranging programs of a topical nature for club meetings.
- This committee is not budgeted.

PUBLIC EDUCATION (Chair & Committee: OPEN)

- Maintains sufficient AKC Public Education literature for upcoming Club events.
- Orders needed AKC Public Education material.
- Ensures that all Club events are covered with someone who can distribute the literature.
- Should be capable of answering questions from the general public.
- Not a budgeted position although expenses are reimbursed.

PUBLICITY (Chair: Kay Allred)

- Interfaces with the print, radio, and television media to announce and promote Club events.
- Creates or arranges for signs and/or flyers advertising the Club events.
- Ensures that signs and/or flyers are given to the membership for public distribution.
- Not a budgeted position although expenses are reimbursed.

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SHOW (Co-Chairs: Darlene Kelley & Melanie Cromwell)

- Responsibilities are defined in the AKC Show & Trial manual.
- Coordinates activities with other clubs in the Cluster.
- Is authorized to sign agreements and/or contracts on behalf of the Club.
- Proofs and submits the Premium List to the Show Superintendent.
- Arranges for and coordinates with an Assistant Show Chair.
- Arranges for Judges Transportation, parking attendants and Poop Patrol.
- Organizes and appoints chairpersons to do the following:
 - Obedience Chair (budgeted)
 - Rally Chair, if needed (budgeted)
 - Catalog Advertising (no budget)
 - Judges' Hospitality (budgeted)
 - Ring Hospitality (budgeted)
 - Trophies (budgeted)
 - Grooming (no budget)
 - Grounds / Parking (no budget)
 - Catalog Sales (no budget)
 - Public Education (no budget)
 - Set-Up / Clean Up (no budget)
- This committee is budgeted.

SUNSHINE (Chair: Raine Marchbanks & Cindy Hogan)

- Sends Congratulations, Get Well, and Sympathy cards on behalf of the Club.
- Advises Newsletter Editor of announcements to be included in newsletter.
- Not a budgeted position although expenses are reimbursed.

TRAINING CLASSES (Chair: Tammy Roberts)

- Coordinates and conducts Conformation and/or Obedience classes.
- Arranges for a location for its classes.
- May, at the discretion of the Board, conduct other classes (i.e. Agility).
- Responsible for required class registration paperwork and collections.
- Responsible for providing paperwork and collections to the Club Treasurer.
- Responsible for any equipment needed for its classes.
- Not a budgeted position.

WAYS & MEANS (Chair: OPEN)

- Creates and implements revenue-enhancing ideas.
- Not a budgeted position although expenses are reimbursed.

WEBSITE (Co Chairs: Judy Amarose & Gina Bonner)

- Creates and updates website.
- Has responsibility for software.
- Not a budgeted position although expenses are reimbursed.