

Board of Directors – Shared tasks by all Officers and Board Members
(Difficulty Rating: Moderate; Time: 1-2 hr/mo)

- Each Board member will function as a mentor, advisor, and/or general assistant for the club's committees. The intent is to provide whatever help or guidance is needed to make a committee successful. It is not intended to be a managerial role. A basic knowledge of DSA's Bylaws is helpful.
- Attends Board meetings held in the following months: January, March, May, July, September, and November. Designates the bank in which club monies are deposited.
- Approves the membership application form.
- Determines the Treasurer's bond amount.
- Fills vacancies that occur on the Board by a majority vote.
- Selects the Nominating Committee and names a chairperson of that committee.
- Appoints special committees to aid the Board on particular projects.
- Handles all disciplinary cases that are brought to the attention of the Board.
- Proposes amendments to the bylaws. Reviews any amendments proposed by 20% of the membership.
- When a member lapses their membership by failing to pay their dues by the January meeting, the Board may grant an additional 30 days of grace to such delinquent members in meritorious cases.
- Attends Board meetings held in person and by approved electronic means.
- Achieves or maintains a working knowledge of the tools utilized by the club in conducting its business, planning events and storing historical information.
- Has or acquires the hardware and software tools (i.e., a reasonably current computer and mobile phone, as well as updated operating systems and software).

Shared Tasks Between Various Positions

The following items should be maintained through the help of one or more of the following positions: President, Recording Secretary, Treasurer, various Committee Chairpersons, and Sam-O-Gram Editor. The information is important to maintain for accurate club records and also to help keep the membership well informed.

Various software programs are used to help to store, maintain, and generate listings for this information. All files are stored on the DSA Google Drive and DSA website.

- **Membership Roster.** A club membership roster is to be maintained and provided to the membership each year. The members who have paid their dues (see club treasurer) for the present year are listed on this roster. The roster consists of the member's name, mailing address, phone number, kennel name (if any), e-mail address, year joined DSA, type of DSA membership, and indicator if SCA member. This roster should be online via website to all members by no later than the February meeting. It is updated and reposted as needed throughout the year as new members join, or members' information changes.
- **Meeting Notifications.** Send club meeting and board notices about 7-10 days ahead of the meeting. They should include the meeting date, time, location, and any known agenda items. This is currently handled via the Sam-O-Gram,

- and/or website – Meetings page. A DSA club business calendar is included in the membership dues renewal notice.
- Historical documents: Copies of the following listings should be provided to the President and Recording Secretary via DSA Website
 - Sam-O-Gram monthly issue.
 - DSA Motions to Date. Annually compile all (membership and board) motions from the previous year that will impact future functions of the club and update the DSA Motions-to-Date database or spreadsheet.
 - DSA Officers, Board of Directors, and Committee Chairpersons to Date. Annually compile DSA Officers, Board of Directors, and Committee Chairperson list and update the DSA Officers-to-Date document.
 - DSA Awards to Date. Update DSA Awards-to-Date document with present year's award recipients.
 - Event Notifications. A separate flyer and/or Sam-O-Gram notice is created for each of the following events (if held that year):
 - Agility Trial
 - Local Specialty
 - Specialty B/OB Match
 - Other: Public Education events, Working Dog Clinics, Holiday party, and all Fundraiser activities (both General and Rescue)