

## DSA Job Descriptions - 2025

### 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).

### President (Difficulty Rating: Moderate; Time: 5 hr/mo)

Shares the responsibilities listed in the Board of Directors' job description.

- Presides at all meetings of the club and of the Board. Facilitates the meetings by following the Order of Business.
- Helps ensure that the By-Laws, 'Committee Guidelines' and 'Rescue Guidelines' are followed.
- Prepares the annual estimated budget report to be reviewed by the Board at the May meeting.
- Maintains information received by other positions:
  - Membership roster
  - Officer, Board, and Committee Chairperson listing
  - All meeting minutes
  - All treasury information including bank statements, and Treasurer's reports including reconciliation reports.
  - Estimated budgets submitted by the Committee Chairpersons (deadline April meeting). Copies of these reports should be provided to the Treasurer.
  - Year-end financial reports submitted by the Committee Chairpersons (deadline December meeting). Copies of these reports should be provided to the Treasurer.
  - Notifies and encourages membership at November meeting to sign up as Committee Chairperson and/or Committee Helpers for the following year. Reminds them that committee chairperson appointments will be made at January board meetings.
  - Ensures that each committee chairperson reviews and updates the committee job description as needed, at the end of the year.

### Vice-President

**(Difficulty Rating: Moderate; Time: 30 min/mo and 30 min/new applicant)**

Shares the responsibilities listed in the Board of Directors' job description.

- Fulfills the duties of the President in their absence, incapacity, or death (yikes!).
- Fills the President's office automatically if office is vacated. Processes new members:
  - Advises membership applicants of the requirements of membership in the club.
  - Uploads completed membership applications to the DSA Executive Google Drive Recording Secretary.
  - Notifies new members of their election to membership.
  - Reads new applicants at regular club meetings.
  - Announces voting on new members as applicable and welcomes new members to the club.
- Provides a membership package with information on how to sign in to the DSA Website and What's App. Provide Links and or information on the SCA Illustrated Standard, Job Descriptions, DSA ByLaws, DSA Membership, Fundraisers, and Events, which includes the meeting dates.

### Recording Secretary

**(Difficulty Rating: Moderate; Time: 7 hr/mo)**

Shares the responsibilities listed in the Board of Directors' job description.

- Records attendance of the members and guests at each board meeting and membership meeting.
- Records minutes at all meetings: regular, special club and board meetings.
- Provides electronic files of minutes to the board for review, with final copies to the board, the website administrator for publication on the website, and to the Sam-O-Gram editor. Ensures that the final minutes of each meeting are stored in the approved location (currently Google Drive/DSA Executive documents folder).
- Working with other board members (currently the Vice-President), ensures that the record of motions made at meetings is correct.
- Creates membership voting roster for annual election of officers and any other votes requiring the input of the membership.
- Creates ballots for the annual election of officers.
- Keeps records well organized for quick reference. For instance, membership roster, officer, board, and committee chairperson listing, previous minutes

### Corresponding Secretary

**(Difficulty Rating: Moderate; Time: 3 hr/mo)**

Shares the responsibilities listed in the Board of Directors' job description.

This person must have computer skills, including the use of Word, Excel, Google Drive, email, Facebook and WhatsApp.

- Send notifications of all club meetings scheduled, canceled or rescheduled at least 5 days prior to the meeting of the membership. (WIX, Facebook, WhatsApp)
- Send notices for Special Club Meetings at least 5 days prior and not more than 15 days prior to the date of the membership meeting to the membership.
- Send notices of Special Board Meetings at least 5 days prior and not more than 15 days prior to the date of the board meeting to the board.
- Notify the American Kennel Club of the new officers and directories of the club and provide an updated membership roster.
- Give monthly reports as needed at the club meetings.
- Have a skillset to create flyers for events when needed.
- Notify officers and directories of their election to office.

- Notifies the Nominating Committee members and alternates of their appointment.
- Upon receipt of the Nominating Committee's report, the corresponding Secretary shall, at least two weeks before September meeting, notify each member in writing of the candidates so nominated.
- Present the nominating committee's slate to the membership prior to the election.
- Share at club meetings club correspondences from external sources.
- Notify the membership of club events through social media or email.
- Notify the officers and directories of Board Meetings. (January, March, May, July, September and November)
- Regularly check the club's Gmail and Facebook public page. And respond as needed.
- Send approvals and closeout notices from AKC regarding specific events to the chair of that event for storing on google drive.
- Create an annual board group on WhatsApp with the newly elected members.

**Treasurer -- In progress**  
**(Difficulty Rating: Very Difficult; Time: 15 hr/mo)**

Shares the responsibilities listed in the Board of Directors' job description.

The following tasks were accepted by the membership, as recommended by the audit committee.  
[Reference motion 1/17/91.]

- Provide copies of all bank statements to the President. (Currently, the club receives bank statements online. This can be switched back to paper copies, if needed).
- Make a copy of the Quicken file and provide to the President each month. This is to ensure 2 copies of the file exist in separate households in the event of fire, etc.
- Receipts will be given for any money paid to the club.
  - No money will be paid out unless there is a receipt to turn into the Treasurer. The treasurer will keep the receipt in the Treasurer's book and note Check # paid against, Date Paid, and Amount on the receipt.
  - All membership dues payments will be reconciled to the current membership roster as soon as the deadline for payment has passed to ascertain that all dues have been received
  - Income and expenditures will be recorded by type [e.g., committee, major activity within committee, etc.] in Quicken
  - All committee chairpeople need to prepare a budget anytime they are involved with any expenses or money coming into the club. [Copy of this budget should be provided to President and Treasurer].
- Maintain a Treasurer's book containing the following items:
  - All receipts turned into club for reimbursement.
  - All bank statements.
  - All treasury reports (see attachment #1 for example) and bank reconciliation reports (see attachment # 2 for example) and a year-end report of all financial activity is also to be provided to club . Copies of these reports should be given to the President.
  - Copies of any Colorado State documents such as:
    - Articles of Incorporation (Original club name – Denver Metro Samoyed Club, March 12, 1974)
    - Name Change document to Denver Samoyed Association, Inc., 12/17/1986.
    - State Annual reports (see below for detail)
  - Copies of all other bank documents pertinent to the club's accounts.
  - Copies of estimated budgets and year-end financial activity reports submitted by Committee Chairpersons.
  - Any other document referencing the financial records of the club.
  - Currently, Quicken 2024 software is utilized by the treasurer to maintain the books.
- Maintain reports, throughout the year, that track committee income and spending so the club knows the source of its income and expenditures.
- Prepare the calendar year income and expenses report and provide to the club's tax accountant to prepare the Federal 990 Tax return. An example of this report is attached. Also, provide the tax accountant a listing of the officers and board members who held office during that tax period. Provide name and address information. Maintain the following copies in both the Treasurer's and President's books:
  - Copy of calendar year income and expense report
  - Copy of completed annual Federal 990 Tax Return
  - Copy of ALL correspondence with club's tax lawyer, including bill for tax preparation services.
- An 'Annual Report' is submitted to the Colorado Secretary of State to report on the status of the club. The Treasurer should be listed as the registered agent on this report. This is done online at the Secretary of State website and costs \$25.

When transitioning from one treasurer to another, the following businesses need to be notified and procedures followed before the new treasurer takes over the books (at the January meeting):

- Banking Institution – (Currently FirstBank, [www.efirstbank.com](http://www.efirstbank.com), 303-237-5000).
  - New treasurer will need to complete an initial form. The current treasurer will need to turn the form into the bank.
  - The bank will then give the current treasurer signature card forms for the new treasurer to complete. The current treasurer will need to turn the forms into the bank.
  - A minimum of two signers should be on each bank account held by the club. Suggested positions include: Treasurer and President. Remove any signers who are no longer in these positions and/or are no longer Officer or Board members.
  - Provide new treasurer and president the user name and password to bank web site to access bank statements and accounts on-line. [www.efirstbank.com](http://www.efirstbank.com)
  - Insurance Company – Equisure, Inc., 3000 S. Jamaica Court, Suite 210, Aurora, CO 80014, 303-614-6961, Fax: 303-614-691, [www.equisure-inc.com](http://www.equisure-inc.com)) needs to be notified of new treasurer's name and address.
  - Liability insurance is paid annually for a policy covering September of the current year to September of the following year.
  - Agility Trial, Local Specialty and FastCAT events require a Certificate of Liability Insurance document.
  - Call and request any new certificates needed.
  - The insurance company will email the certificates each year. Make sure the committee chair and treasurer retains an electronic copy of this certificate on file in their records.
    - Agility Trial: Boulder County Fairgrounds
    - Local Specialty: Douglas County Fairgrounds
    - FastCAT: Jefferson County, Arapahoe Park
  - King Soopers – Gift Certificate Department, 303-698-3403 and Safeway, 303-843-7634
  - Provide new treasurer's name and mailing address, so they can change account information and mail the checks to the correct address

## Committee Chairs

### **Agility (Difficulty Rating: Difficult; Time: 45 hr/trial)**

Person needs to be very familiar with agility to chair this committee.

Establish a minimum of 4 committee chairs to assist with the organization of the event

- Chief Course Builder – responsible for ensuring that rings are set up according to judge's course maps
- Hospitality – responsible for ensuring that adequate food, water, and soda are available for volunteers and judge
- Rosettes – responsible for ordering and purchasing ribbons and/or rosettes. Also to store any unused trophies and ribbons until needed or new committee is named; in which case all inventory will be transferred to the new committee. MACH bars?
- Chief Ring Steward – responsible for putting together schedule for ring crews for each class using available club members and help forms sent in from exhibitors. Workers list is to be sent to club members a minimum of two weeks prior to being sent to exhibitors.

As of 2025

- Trial Secretary is Bev Brinson, Brinson Trial Services, 303-561-1442, [bev\\_brin@yahoo.com](mailto:bev_brin@yahoo.com)
- Trial is held the 3rd weekend of January at Boulder County Fair Grounds 9595 Nelson Road, Longmont, Co. Current representative is Rebecca Harp
- Equipment Vendor is Front Range Agility Equipment Rental (FRAER), Derrell Manceaux, [FDAER@centurylink.net](mailto:FDAER@centurylink.net)
- Current Sweatshirt Vendor is Kanizzle, [Sandra@Kanizzle.com](mailto:Sandra@Kanizzle.com) 720-364-9299
- Current Ribbon vendor is Stineman Ribbon Company. Contact is Jean 1-800-346-9294 MACH, PACH and AGCH rosettes are custom made for exhibitor.
- MACH bar vendor?
- Any vendor choosing to be present at the trial are asked to make a donation to Denver Samoyed Rescue

### **Timeline for Tasks**

#### **Minimum of 2 years before trial**

- Work with Committee to select possible judges
- Contact judge and sign contract
- Send arena information, proposed running order, available equipment list and other pertinent information when returning signed contract

#### **1 year before trial**

- Establish Subcommittees
- Sign contract with equipment vendor and trial secretary
- Confirm dates with Boulder County Fairgrounds

#### **6 months before trial**

- Work with Show Secretary to create Premium List. Goal is to publish for trial opening mid-November

#### **3 months before trial**

- Obtain contract from facility and sign
- Send Certificate of insurance to facility. Certificate of Insurance is provided by the treasurer
- Work with treasurer to send deposit and rental fee to facility – checks will not be deposited by Boulder County Fairgrounds until after January 1st of the trial year.
- Send premium list to Information Technology committee to post on Website. Show secretary will post on Colorado Agility Group in Groups IO
- Check with judge to see if there is any additional that he/she needs
- Count and Order Sweatshirts as needed
- Order ribbons and or rosettes as needed
- Buy judge's gift

### **3 Weeks before Trial**

- Send workers list to DSA Club members
- Make hotel reservations for judge and send confirmation. Currently using Home2Suites in Longmont on Sherman Street

### **2 Weeks before Trial**

- Verify with equipment vendor setup date and time and any last-minute details
- Obtain Workers Coupons from Treasurer.
- Send Workers list out to exhibitors via Colorado Agility Group on Groups IOCheck in with Show Secretary and committees
  - MACH bars
  - Hospitality
  - Chief ring steward
  - Course builder
- Wrap judge's gift and write thank you card

### **Day before Trial**

- Obtain coordinate map from judge for 1st class on Saturday, give to course builder
- Make sure disaster plan is updated and on site
- Obtain keys from Boulder County Fair Grounds and set up

### **Last Day of Trial**

- Pay Judge, Equipment Vendor and Show Secretary
- Obtain 1099 forms for any payment over \$1000.00
- Give Judge gift

### **Day after Trial**

- Turn in AKC Report
- Order any customized MACH, PACH or AGCH Ribbons
- Post any found items on Colorado Agility Group on Groups IO
- Post Thank You note on Colorado Agility Group on Groups IO

### **1 month after trial**

- Confirm with next year judge we are still on their books
- Confirm next year's date of trial with Facility
- Contact Equipment Vendor and sign contract for next year
- Contact Trial Secretary and sign contract for next year
- Count remaining ribbons/rosettes and MACH bars. Update excel spreadsheet.
- Confirm subcommittee leads
- Submit AKC application for following year using AKC's Online Event Management System

### **Annual Club Awards (Difficulty Rating: Moderate; Time: 10 hr/yr)**

The primary duty of the awards committee is to provide recognition in the form of a plaque to any club member based on the present club's qualifications. Reference the following three motions:

- All annual DSA awards should recognize AKC and SCA sanctioned conformation and performance titles earned by a dog owned by a club member. (Motion passed: 11/20/00)
- Additional hang tags for AKC or SCA titles may be purchased by the owner or breeder and paid for at their expense. (Motion passed: 11/20/00)
- Awards to be presented at the December Holiday Party. (Motion passed: 4/16/01).
- The chairman's duties are to arrange within his/her committee the plaques that are to be awarded at the annual meeting.
- They are also to maintain a record of the Samoyeds that the club has recognized with awards each year. A copy of this report should be provided to the club Historian and Sam-O-Gram editor.

### **Procedures**

- DSA will pay for the first award tag for AKC and/or SCA titles. Members will pay for any additional tags for that award at the current price. AHBA/UKC and other titles earned will be solely paid for by the DSA member.
- DSA will pay half the cost of a member's Kennel plaque, including cost of letters. Members will pay for the other half of the plaque.
- Members will contact the Awards Chairperson via e-mail to provide the necessary data required for their tag/plaque.
  - Dog's AKC Name
  - Owner(s) Name(s)
  - Number of Tags Requested
  - Amount Owed for Additional Tags
- Members are expected to provide titles information no later than the November DSA meeting in order to receive the award at the December meeting. Exceptions will be the few shows into early/mid December that may finish a title. Those shall be received as soon as possible after the show.

### **Awards Vendor**

The current company that supplies the DSA awards is highly recommended. The company name is:

Jan Lambert

Achievements Rewarded

6557 South Cody Way

Littleton, CO 80123

Phone: 303-932-6007

Fax: 303-932-6008

E-mail: [J.L.Lambert@att.net](mailto:J.L.Lambert@att.net)

### **Cheer (Difficulty Rating: Easy; Time: 1 hr/mo)**

- Send letters, cards, or flowers, as appropriate for events including: thank you, sympathy, illness, births, marriage, and titles.
- Club members are to notify chairperson of the need for the above.

### **FastCAT (Difficulty Rating: Hard; Time: 20 hr/trial)**

Chair should be familiar with FastCAT.

- Manage the annual DSA FastCAT trial.
- Work with the committee chairs:
  - Hospitality responsible for adequate food and drinks for the workers.
  - Rosettes, responsible for purchasing ribbons and Rosettes. Also to store any unused ribbons and inventory them yearly.
  - Worker jackets inventory stored and ordered as needed yearly.
  - Advertising, flyers made and posted on social media and additional sites.
  - Photographer, set up and confirm.
- Verify the event will be the same dates each year, first weekend of March. Decide if trial will be 2 or 3 day event.
- Current vendor is Harmony Dog Sports, confirm event dates, review contract and sign.
- Contact the park district to set up dates and sign contract and send deposit check. No earlier than 6 months out. Need copy of insurance.
- Complete the AKC application and pay fee.
- Work with the vendor to put the premium list together.

- Contact Jefferson county animal control for off leash permit.
- Meet with committee members between 1-2 months before the trial to confirm all duties are on track.
- Stay on top of the volunteer list to make sure we have appropriate coverage.

#### **Holiday/Awards Party (Difficulty Rating: Easy; Time: 6 hrs)**

- Call facilities and find a location that is within budget but also offers the space and location that is within the area of the membership.
- Visit location to confirm needs and availability.
- Once the location is selected get the deposit from the treasurer.
- Review menu and make selections.
- Advertise the event on the club FB page and in the Sam-O-Gram.
- One week before the event confirm the head count with the location.
- Arrive early the day of the event to make sure everything is ready and pay the final payment.

#### **Information Technology (Difficulty Rating: Hard; Time: 10 hr/mo)**

This committee requires both a Chair and a Co-Chair. Additional members may be added as necessary.

Person needs to be computer literate.

##### **General Duties**

- Create new passwords each year when the new board assumes its duties
- WIX - generate strong password.
- Google Drive and DenverSamoyed@gmail.com must be the same
- Ecwid DSA
- Ecwid DSR allow to remain as it is since store is not active.
- Zoom

##### **Website Duties**

- Keep Website current. Duties include updating:
  - Event Page monthly to show the current membership meeting
  - Special Events to show the most accurate information
  - Committee Chairs yearly and as needed
  - New officers and board yearly
  - Membership Roster when new membership applications are voted on and improved
  - Membership Roster after dues payment
  - Sends out Membership roster to all members for updates at least once a year
  - Breeder Directory as needed and after membership dues paid
  - Local Specialty page with latest results and photos.
  - Latest Motion file. Works closely with Recording Secretary to maintain the motion file.
  - Latest Sam-O-gram as they become available
  - Latest Board and membership meeting minutes as they become available
  - Add new members to Member's area of Website and send welcome letter
  - Maintain Dynamic Pages following events
- Removes inactive members from Members area and Breeder Directory
- Maintains Zoom account and sets up and emails/posts Zoom link as needed

## Time Frame for Tasks

### Yearly

- Update business calendar
- Update Officers and Committee Chairs
- Update passwords

### Yearly following dues payment

- Update Breeder Directory
- Update Membership Roster
- Update Website Members

### Following Meetings

- Update Events Page
- Update minutes (both membership and board meetings) in Members Area

### Beginning of Month

- Update Sam-O-Gram on Website

### As needed

- Update website with requests from committee chairs
- Update google Drive Access as needed by committees

### Following Past Specialty

- Update Past Specialty Page with results and photos

### Following Events

- Update Dynamic Pages in Past Event Galleries

### Invoices/Budget

Forward Invoices to Treasurer for Payment

- Every 3 years
  - WIX Premium Plan due every 3 years in May (\$648.00)
  - Domain - DSA Maintained by 3rd party in process of moving to WIX
  - Domain - DSR due every 3 years in October (\$68.55)

### Yearly

- DSA Ecwid due August yearly (\$468.00)
- DSR Ecwid free
- Business Email due January yearly. (\$144.00)
- Email Marketing due May yearly (\$120.00)
- Zoom due June yearly (\$159.90)

## Legislative Liaison (Difficulty Rating: Requires Special Knowledge and Skill; Time: 2 hr/mo)

- Check reputable news and information sources for current or anticipated legislation or policies affecting DSA members (including, but not limited to pet ownership, pet care, purebred dogs or animal welfare).
- Notify DSA membership in a timely manner of relevant issues.
- Provide DSA members with the tools and information to craft an informed opinion and to contact relevant elected officials.
- Make recommendations, when appropriate for further DSA engagement.
- Create talking points, guide to policy pros and cons and tips for providing testimony if desired

### **Nominating Committee (Difficulty Rating: Moderate; Time: 10 hr/mo - July/August)**

The chair and committee must have computer skills including the use of word, excel, google drive, email, Facebook, Zoom and WhatsApp.

- Nominating Committee Chair will call a committee meeting before August 1. (July)
- Chair will send an email to the current officers/board members inquiring about their level of interest in serving the next year. A deadline to respond should be provided. (July/August)
- Chair will communicate with the membership via email, WhatsApp, social media seeking volunteers to serve the club. A deadline to respond should be provided, approximately a week. (August)
- Chair will secure a current membership roster. Review the By-Laws Article IV Section 4 to determine eligibility of the members. (August)
- The committee will divide the roster into equal parts and begin phoning eligible members seeking volunteers. A deadline to respond should be provided when phoning members. (August)
- The alternate to the committee may participate in the initial discussions. Once the committee begins to prepare the slate, the alternate will vacate the meeting. (August)
- Once the slate is formed, the chair shall notify immediately to the corresponding secretary and current president the proposed slate. (August)
- Chair will send a letter to all the members who did not make the slate. See letter template in Google drive. (August)

### **Public Education (Difficulty Rating: Moderate; Time: 30 hr/yr)**

- Send copy of any public education events: date, time, location, etc., to Sam-O-Gram editor. (See 'Shared Task' listing at end of this document).
- Receive public education information from AKC, other clubs, and rescue organizations
- Coordinate with requesting organization
- Schedule 1 to 2 public education forums per year
- Materials available to use include:
  - 6 easels
  - Posters (Samoyed activity pictures), DSR, the Samoyed breed, Snow Dogs
  - Brochures: Activities, DSA, DSR
  - A variety of educational information handouts
  - Rescue/Breeder Referral business cards
  - Miscellaneous supplies
- Typically need a couple of people and dogs for any forum
- Schedule shifts if needed for big events

### **Rescue (Difficulty Rating: Moderate; Time: varies)**

- 1. Monitoring (daily) the DSR email account.
- 2. Processing applications.
- 3. Referring applicants to individuals, shelters, pet websites such as Adoptapet, Petfinders, etc.
- 4. Providing suggestions, advice, comments on various rescue situations.
- 5. Providing input on fundraisers and spending DSR money.
- 6. Sending thank you cards to donors.
- Contacting the Board when wanting to spend over the maximum spending limit of \$1,000.

### **Sam-O-Gram (Difficulty Rating: Moderate; Time: 10 hr/mo)**

The person must have computer/publishing software skills and access to both.

- Create a monthly club newsletter that includes the suggested following standard articles:
  - Listing of Officers, Board of Directors, and Committee Chairpersons, including phone numbers.
  - Membership/Board Meeting Minutes. The Recording Secretary provides this in electronic format. It is due to the editor by stated deadline.
  - Timely notices of upcoming special events such as: agility, matches, tournament, designated and local specialty, public education, and working dog events. Committee chairpersons provide this information.
  - Timely notices of upcoming fundraisers.
  - Meeting reminder notice for upcoming membership and/or board meetings. Notice must contain meeting date, time, and location.
  - The Denver Samoyed Rescue report. The DSR chairperson provides this report.
  - Article deadline for the next issue is always the first of the month.
- Annual articles may include:
  - DSA Annual Awards (given in December, listing to appear in January issue). Awards chairperson provides this information.
  - DSR Report – adopted dogs/adoption dates, referral dogs/referral dates, etc.
  - Treasurer's Report
- The newsletter must be sent e-mail or made available online via club website to the membership within the first week of the month, since it includes the meeting reminder notices.
- The editor should encourage members to send in articles, pictures, and event notices to be published so that it's truly a club newsletter.
- An original copy of the Sam-O-Gram should be provided to the IT chair.

### **Social Media (Difficulty Rating: Easy; Time: 3 hr/mo)**

This person must have computer skills including the use of Word, email, Facebook, WhatsApp, other Social Media sites. Publisher or other comparable software to generate flyers is helpful.

- Maintain and watch both Facebook pages: Denver Samoyed Assoc. & Friends (private group) and Denver Samoyed Association (public) (*ongoing*)
- Answer questions on public/private page if possible or tag the club member that can answer. (*ongoing*)
- Majority of posting is done on the private page, DSA & Friends.
- Posting for the public page, DSA is for events that the public is invited to, such as meetings, or special events created for the public. (*as needed*)
- Create flyers, announcements on club activities, important notices. (*as needed*)
- Keep the clubs 2 Facebook pages current and fresh. Be sure to check what information is “pinned” and what needs to be “unpinned” from the announcements on a weekly basis. (*weekly*)
- Update the Cover Photo to reflect the month, club activity. (*monthly, or more as needed*)
- Peruse other Facebook and social media pages for information, activities that the members might find interesting and post to the DSA and Friends. (*ongoing*)
- Work with the Corresponding Secretary, or committee chairs when creating flyers, or making announcements. Good to encourage others to create and post. (*ongoing*)
- Approve new members provided they fit the criteria for each page. (*ongoing*)

**Specialty Match (Difficulty Rating: Easy; Time: 10 hr/event)**

- Send copy of event information: date, time, location, judges etc. to Sam-O-Gram editor. (See 'Shared Tasks' listing at end of this document).
- Decide on type of trophies to be used for the Specialty Match, and purchase and prepare trophies for use.
- Order and purchase ribbons and rosettes for the Specialty Match.
- Store any unused trophies and ribbons until needed or new committee is named; in which case all inventory will be transferred to the new committee.
- Choose a non-conformation date for event.
- Arrange rental of location.
  - Sterne Park in South Suburban is the venue typically used. A club member in that part of town typically arranges the rental to get a lower rental fee.
- Contact judges for conformation and obedience.
- Send in application to AKC.
- Arrange with Hospitality Chair for refreshments and picnic if so required
- Set up members to assist
  - People to set up ring
  - Ring Steward
  - Match registration: taking entry money and assigning exhibitor numbers; recording each number on the judge's sheet, in the appropriate class. Give judge's sheet to the Ring Steward.
- Provide a Thank You gift for the judge.
- Bring clip boards, pens, 3x5 cards, and rubber bands, etc.

**Summer Picnic (Difficulty Rating: Easy; Time: 15 hr/event)**

- Determine date
  - Avoid local show weekends
  - Early June is best. Can be the last weekend in May but possible weather may exist, end of June can be too hot.
  - Take possible dates to membership meeting to vote.
- Contact park to schedule venue and arrange rental. Sterne Park in South Suburban is the venue typically used. A club member in that part of town can get a lower rental fee.
- Send Copy of event information to the Sam-O-Gram editor. Include date, time, location, activities and lunch plans.
- Arrange for refreshments and lunch. Typically it is set up as a pot luck, where DSA provides sandwiches and members can bring a side dish.
- Enlist people to help set up activities and help with clean up. If putting on a specialty match, refer to the job description for that event.

## 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 sent (e-mail and/or available 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.
  - 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)

### **Specialty Chairperson (Difficulty rating: Very Difficult; Time: ?? hr/mo)**

Chairperson must be organized and familiar with Conformation. Project management experience is a plus. An assistant show chair is preferred.

#### **Duties:**

- Develop possible theme(s) and present to Board for approval
- Submit online AKC applications
- Verify or request SCA permission to hold specialty
- Obtain signed contracts for:
  - Facility – Currently Douglas County Fairgrounds – Multipurpose Barn – Thanksgiving Weekend
  - Show Secretary – Currently Dogzbit
  - On Site Show Secretary- Currently Ginger Sammonds
  - Equipment – currently rented from SCASC (Southern Colorado Australian Shepard Club) Joyce Siddel contact
  - Photography
- Work with Judge Liaison to ensure judge contracts are signed and saved to DSA Executive Google Drive
- Develop and work with following sub-committees:
  - Trophy
  - Rosettes
  - Decorating
  - Photography
  - Fundraisers – Tee Shirts
  - Fundraisers – Silent Auction
  - Hospitality
  - Saturday Night Dinner
  - Artist for Logo Creation
  - RV Parking
  - Cleanup
- Work with following DSA committees
  - Social media to promote event and trophy donations
  - Treasurer to get deposits and contacts paid
  - Treasurer or their designee to create trophy donations on DSA Store
  - IT Committee to gain access to Specialty folder on DSA Executive Google Drive
- Work with Show Secretary to create Premium List, Judging Program and Catalog
- Obtain Stewards for show

#### **Summer – 16-18 months prior to show**

Gain access from the IT Chair to the Specialty folder and familiarize yourself with the contents.

Make sure all the judges (obedience, rally, sweeps, conformation) and photographer contracts are secure, and ALL the contracts are signed and uploaded to Google Drive (GD) to the appropriate folder.

- Specialty folder
- Year
- Signed Contracts

**October - 13 months prior to show**

- Work with the treasurer, or whoever is chairing the DSA Store - double check that all trophy placements are turned on in the store and pricing is accurate.
- Work with co-chair (if applicable)/club members on a theme/concept
- Rosette Chair – secure Regal Rosettes a year prior

**November – 12 months prior to show**

- Helpful to shadow the show chair prior to the event and the weekend of the specialty.
- Begin thinking about who may want to serve on the committees.
- Solicit trophy sponsorships by having a device for members during the specialty weekend. Coordinate with Trophy Chair
- If applicable, request approval from SCA to hold the specialty and provide dates for 3 years out.
- Shadow current show chair for the weekend, if possible.

**December – 11 months prior to show**

- Secure the date with Douglas County Fairgrounds-Monday following the specialty is preferred.
- Obtain contract from DougCo.
- Review contract from DougCo. With previous years contract to make sure dates, times correct, and equipment (tables, chairs), double check RV spaces and price

**January – 10 months prior to show**

- Make sure the DougCo contract is signed, and a copy is uploaded to the (GD) in the “signed contracts” folder of your year.
- Contact an artist to assist in creating the logo (past logo designs have been at no cost to the club)
  - If possible, have logo ready and contact Barbara Brem to paint the stools for BOS (if used for trophies), to be picked up in March if any club member is attending HOA.
- Create a “Save the Date” flyer and post on social media save flyer in Ads for “specialty social media” folder, for future use.
- Complete online AKC show application (See GD for further information)
- Pass around the “specialty committee volunteers list” (see GD for the template) – may want to reach out to the previous year’s volunteer to see if they’d like to serve again at the position.

**February – 9 months prior to show**

- Pass around “specialty committee volunteers list” (see GD for the template) – may want to reach out to the previous year’s volunteer to see if they’d like to serve again at the position.
- Secure equipment rental (see GD for contract)
- Reveal to the club the theme/tag line.

**March – 8 months prior to show**

- Continue checking online with AKC that the show application is complete and approved.
- Promote the show on social media – create fun and interesting ads, include link to trophy donations and/or t-shirts.

**April/May – 6-7 months prior to show**

- Contact Show Secretary about the Premium List.
- Find someone to put together the music for the show.
- Find someone to do trophy tags. Martha has done them in the past. Ask her for specific formatting.

- Secure ring stewards for Obedience/Rally, Sweeps, Conformation (check with previous chair for names)

**June – 5 months prior to show**

- Call the Best Western Hotel OR the Quality Inn (whichever is the best price) for the judge's hotel room, check their contracts as to how many nights they request.
  - Book rooms with double beds it is more economical.
  - Send a hotel confirmation email to the judges' liaison, so they can be forwarded to the judge(s).
- Ask the show photographer if they need a room, and book them at the La Quinta.
- Premium List double check the 24-hr. vet emergency clinic.
- Verify that the ER vet listed in the Premium List is still willing to be listed.
- Continue to check in with your committees and their progress.

**July/August – 3-4 months prior to show**

- Secure menu for Saturday Dinner. Nosh Catering – Mallory is who we have been using.
- BOB purple chair backs need to be embroidered at R&D, after embroidery is done, give to Pam, whose friend will sew them up.
- Have experienced members proof the Premium List (Martha Lageschulte, Lori Elvera, Terry Walb).
- Check with RV chair that they are willing to open/close gates/buildings/bathrooms.
- Show Secretary handles the catalogs.

**September – 2 months prior to show**

- Send DougCo a copy of the club's insurance certificate

**October – 1 month prior to show**

- Put together Judges "Welcome – snack bags" – see GD for list of snacks (bag could be theme related)
- Prepare Welcome Letter to judge – see GD
- Put together "Travel Bags" for those who traveled from out of state – see GD for list of snacks (bag could be theme related)
- Schedule walk through with DougCo, on the Wednesday the week of the show.
- Review volunteer list and check in with them
- Judges liaison send a reminder letter to the judges about their assignment

**The week of the show**

**Wednesday**

- Walk through with DougCo at 3:30

**Friday**

- Bring "Beginner's Guide to Dog Show" copies and put on Show Secretary's table. (where is this?)
- Day of set up – deliver Judges Welcome Snack Bags at the front desk of the hotel on the way to the show site.
- Begin set up
- Remind RV chair to lock bathrooms and gates at night.
- During the show, it's helpful to keep a notebook/pen handy to take notes of things to remember for next years show.
- Give building/gate keys to the RV Chair for the night.

**Saturday – Show Day 1**

- Arrive 1 hour prior to start of show.
- Check that bathrooms are unlocked.
- Make sure everything is running smoothly.
- Check coffee pots are ready to start at 7am.
- Check in with Ring Stewards to make sure they have everything they need.
- Make sure judges cooler has their preferred beverages and snacks (judges hospitality committee).
- Ring clean up supplies are under the ring stewards table.
- Mop bucket is filled with water and vinegar and on stand-by.
- As classes, events, obedience/rally are completed, run trophies to the staging table by the ring (trophy chair).
- Grounds Crew – monitor trash cans to be emptied and poop stations.
- AFTER show win photos begin set up for dinner.
- Continue monitoring all the details of the show throughout the day and into the cleanup of dinner.
- During dinner set up – show ring is cleaned/swept/vacuumed, etc.
- Remind RV chair to lock bathrooms and gates at night.

**Sunday – Show Day 2**

- Arrive 1 hour prior to start of show
- Check that bathrooms are unlocked.
- Make sure everything is running smoothly.
- Check coffee pots are ready to start at 7am.
- Check in with Ring Stewards to make sure they have everything they need.
- Make sure judges cooler has their preferred beverages and snacks (judges hospitality committee).
- Ring clean up supplies are under the ring stewards table.
- Mop bucket is filled with water and vinegar and on stand-by.
- As classes, events, obedience/rally are completed, run trophies to the staging table by the ring (trophy chair)
- Grounds Crew – monitor trash cans and poop stations to be emptied.
- Continue monitoring all the details of the show throughout the day.
- AFTER show win photos beginning tear down.
- FINAL walk through of BOTH buildings AND bathrooms.
- Bathrooms must be cleaned by DSA.
- Lock bathrooms, buildings, and gate.
- Drop keys at the office.

**December – 1 month after show**

- Final recap of the show, refer to the notebook with any notes taken during the weekend. What could be done better, what worked well and what did not work well, etc. Present at the January club meeting. Upload document to your GD folder.
- Reach out to DougCo with the entry count for one (1) day. Make sure DougCo is paid by the end of the year!
- Upload all final documents onto Google Drive in your specific folder.
- Remind the next years show chair to reserve the buildings!!