DSA Job Descriptions - 2006

To: DSA Membership

From: DSA Officers and Board

Subject: DSA Job Descriptions

Origin: The DSA yearly goal for 2005 was to provide job descriptions for each officer and board position, as well as the committee chairpersons.

Purpose: It is sometimes difficult to get people to sign up for certain positions. By clearly defining each position, including level of difficulty and amount of time required, we hope to empower more members to participate in the activities and positions. These job descriptions are to be used as a guideline and can be updated each year as the activities/requirements change.

The job descriptions will be posted on the DSA website. There will be a table of contents, where the member can click on a particular job and view the description. Applicable forms and lists of equipment will also be available on the web, although they are not included here. Volunteers for all committees are always needed and greatly appreciated.

Archived Jobs: The Tournament and Ways and Means committees were archived. No one has elected to chair the tournament for a number of years. Ways and means are currently being covered by grocery certificates, the agility trial, and agility trial stewarding. These committees can be resurrected at any time based on interest or financial need.

Deleted Jobs: The Trophy committee was deleted. Trophies will be addressed by each event-based committee (agility trial, designated specialty, local specialty, and specialty match). Club trophy donation decisions will be made by club vote.

Combined Jobs: Several jobs were combined with other positions. These tasks can be assigned to members who don't hold the main position.

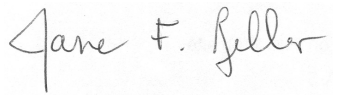
- Working Dog – combined with Program chair position
- Membership – combined with Vice President position
- DSA Liaison to SCA – combined with Corresponding Secretary position
- Librarian/Historian – combined because jobs tie in closely together

The current list of job descriptions is shown below.

- Board of Directors
- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Board Member
- Agility
- Awards
- Breeder Referral
- Cheer
- Designated Specialty
- Hospitality
- Librarian/Historian
- Local Specialty
- Program
- Public Education
- Sam-O-Gram
- Samoyed Rescue
- Specialty Match

We hope that this is helpful to the membership. If you have any comments, suggestions, or questions, please don't hesitate to contact any officer of member of the board.

Sincerely,



Jane F. Reller
Corresponding Secretary on behalf of DSA officers and board

DSA Job Descriptions - 2006

Difficulty Rating Legend:

♦♦	**Expert**	Requires a lot of time as well as a keen eye for detail and knowledge of the area.
♦	**Difficult**	Requires a fair amount of time and knowledge of the area.
■	**Intermediate**	Requires a moderate amount of time and some knowledge of the area.
●	**Easy**	Requires minimal time and little or no knowledge of the area.
…	**Highlight**	An item that still needs to be addressed or resolved.

Board of Directors – Shared tasks by all Officers and Board Members

Note: This information was pulled directly from our Bylaws.

The Board of Directors is comprised of the Officer positions: President, Vice-President, Recording Secretary, Corresponding Secretary, and 4 Board members. The general management of the club's affairs is entrusted to the Board of Directors. **The Board of Directors shares the following responsibilities in addition to their individual officer or board-member tasks:**

1. Designates the meeting location and hour to conduct club meetings, special club meetings, board meetings, and special board meetings.
2. Designates the bank in which club monies are deposited.
3. Approves the membership application form.
4. Determines the Treasurer's bond amount.
5. Fills vacancies that occur on the Board by a majority vote.
6. Selects the Nominating Committee and names a chairperson of that committee.
7. Appoints each year, standing committees to advance the work of the club in such matters as dog shows, obedience trials, agility trials, public education, rescue, annual awards, and other fields that may well be served by committees.
8. Appoints special committees to aid the Board on particular projects.
9. Handles all disciplinary cases that are brought to the attention to the Board.
10. Proposes amendments to the bylaws. Reviews any amendments proposed by 20% of the membership.
11. 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 case.
12. Attends Board meetings held in the following months: January, March, May, July, September, and November.

President (Difficulty Rating: ♦; Time: 2 hr/mo)

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

1. Presides at all meetings of the club and of the Board. Facilitates the meetings by following the Order of Business.
2. Helps ensure that the By-Laws, 'Committee Guidelines' and 'Rescue Guidelines' are followed.
3. Prepares the annual estimated budget report to be reviewed by the Board at the May meeting.
4. Maintains a President's book with information received by other positions:
    1. Membership roster
    2. Officer, Board, and Committee Chairperson listing
    3. All meeting minutes
    4. All treasury information including bank statements, and Treasurer's reports including reconciliation reports.
    5. Estimated budgets submitted by the Committee Chairpersons (deadline April meeting). Copies of these reports should be provided to the Treasurer.
    6. Year-end financial reports submitted by the Committee Chairpersons (deadline December meeting). Copies of these reports should be provided to the Treasurer.
7. 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.
8. Ensures that each committee chairperson reviews and updates the committee job description as needed, at the end of the year.

Vice-President (Difficulty Rating: ●; Time: 30 min/mo and 30 min/new applicant)

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

1. Fulfills the duties of the President in their absence, incapacity, or death *(yikes!)*.
2. Fills the President's office automatically if office is vacated.

3. Processes new members: *(This portion of the job description was transferred from Membership to VP)*
   a. Advises membership applicants of the requirements of membership in the club.
   b. Forwards completed membership applications to the Recording Secretary.
   c. Notifies new members of their election to membership.
   d. Reads new applicants at regular club meetings.
   e. Announces voting on new members as applicable and welcomes new members to the club.
4. Provides a membership packet consisting of club's constitution, SCA illustrated standard, SCA At Your Service, committee guidelines, rescue guidelines, officer and committee chair job descriptions, current membership roster, and current club business dates calendar.

[The part of including the SCA Illustrated Standard and the SCA At Your Service needs to be addressed. We used to get these things at no charge from SCA, but now there is a charge. I have not been including them with the packet. ML 8/31/05]

Recording Secretary (Difficulty Rating: ■; Time: 5 hr/mo)

1. **Shares the responsibilities listed in the Board of Directors' job description.**
2. Takes roll call at each meeting.
3. Takes minutes at all meetings: regular and special club and board meetings.
4. Types minutes of meetings and provides copy (electronic or hard copy) to Sam-O-Gram Editor by stated deadline. Also, provides copy to President's book.
5. Types ballots for the annual election of officers.
6. Maintains all membership applications in Recording Secretary's book.
7. Supplies the historian with duplicate copies of all records to be on file in the library.
8. Keeps all records well organized for quick reference. For instance, membership roster, officer, board, and committee chairperson listing, previous minutes, all correspondence, completed membership applications, flyers, special notices, and a copy of the Sam-O-Gram.
9. ***See 'Shared Tasks' listing at end of this document***.

Corresponding Secretary (Difficulty Rating: ■; Time: 3 hr/mo)

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

1. Sends club meeting and board notices about 7-10 days ahead of the meeting. ***(See 'Shared Tasks' listing at end of this document)***.
2. Sends notices for special meetings or upcoming elections in accordance with the By-Laws.
3. Notifies officers and directors of their election to office.
4. Notifies the Nominating Committee members and alternates of their appointment.
5. Follows responsibilities during disciplinary process as outlined in Article VI of the Constitution.
6. Sends AKC and SCA the list of officers, board, breeder referral contact, etc., after annual election is held.
7. Receives club correspondence from external sources and shares at the membership meetings and keeps in notebooks for history.
8. Serves as DSA's Liaison to SCA: *(This portion of the job description was transferred from the DSA-Liaison-to-SCA job).*
   a. Sends news of the club, four times a year to the SCA Liaison officer for publishing in the SCA Bulletin column: 'Local Color for Independent Clubs - Licensed or Non-Licensed Clubs'.
   b. Newsworthy information of the local club should be sent including information of our activities such as matches, programs, seminars, Ways 'N Means projects, and All-Breed Best In Show results. However, this column is not for show results, except for very special wins.
   c. The SCA Liaison officer makes the final decision of what is published in the SCA Bulletin, making any changes to the news sent in. The local club contact receives a list of the deadline dates for our news to be published from the SCA Liaison Officer annually.

Treasurer (Difficulty Rating: ♦♦; 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.]

1. 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).
   a. If using software to maintain books, make a copy of the file and provide to the President each month. If using manual method, make a photographic copy of the current ledger. This is to ensure 2 copies of the file exist in separate households in the event of fire, etc. *(Do we need to amend this motion to include this statement?)*.
2. Receipts will be given for any money paid to the club.

a. 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.
b. 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. ***(See 'Shared Tasks' listing at end of this document).***
c. Income and expenditures will be recorded by type [e.g., committee, major activity within committee, etc.] on a cash receipt and cash disbursement ledger.
d. All committee chair people 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].*

3. Maintain a Treasurer's book containing the following items:
   a. All receipts turned into club for reimbursement.
   b. All bank statements.
   c. All treasury reports (see attachment #1 for example) and bank reconciliation reports (see attachment # 2 for example) given monthly to the club. A year-end report of all financial activity is also to be provided to club (see attachment # 3 for example). Copies of these reports should be given to the President.
   d. All cancelled and voided checks (number sequence), and deposit and transfer slips (date sequence)
   e. 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)
   f. Copies of all other bank documents pertinent to the club's accounts.
   g. Copies of estimated budgets and year-end financial activity reports submitted by Committee Chairpersons.
   h. Any other document referencing the financial records of the club.
   i. Currently, Microsoft Money 2005 software is utilized by the treasurer to maintain the books.
4. Maintain reports, throughout the year, that track committee income and spending so the club knows the source of its income and expenditures.
5. Prepare the calendar year income and expenses report and provide to the club's tax lawyer to prepare the Federal 990 Tax return. An example of this report is attached. Also, provide the tax lawyer 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:
   a. Copy of calendar year income and expense report
   b. Copy of completed annual Federal 990 Tax Return
   c. Copy of ALL correspondence with club's tax lawyer, including bill for tax preparation services.
6. 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. A $25 check accompanies this report, but if filed on-line it is 99 cents.

Instructions for ordering King Soopers (303-698-3403) and Safeway (303-843-7634) Grocery Gift Certificates (Ways 'N Means fundraiser for DSA):

- Provide total certificate amount (e.g., $1,500), individual certificate denomination amount (e.g., $25), store # or street address (e.g., #41 or Ken Caryl & Pierce) to deliver the certificates, and daytime phone number.
- Minimum order is $500. $500 to $2,499, we save 3%. $2,500 to $4,999, we save 4%
- Write check for total certificate amount minus percentage (e.g., $1,500 – 3% = $1,445).
- Delivery schedule: Takes 24 hours if ordered before noon.
- Verify total certificate amount was provided before leaving the store!
- Keep track of original amount club purchased, amount sold (date, person, store brand, amount), and amount of profit. Include this information in monthly treasury report.

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, 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 run a credit report on the new treasurer to make sure you are a 'real person'.
  - 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 the user name and password to bank web site to access bank statements and accounts on-line. www.efirstbank.com

Insurance Company – (Currently Equisure, Inc., 3000 S. Jamaica Court, Suite 210, Aurora, CO 80014, 303-614-6961, Fax: 303-614-691, 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 and Local Specialty events require a Certificate of Liability Insurance document.
  - A certificate request form must be completed and faxed to the number shown above. A copy of this request form and previous samples can be found in the treasurer's books and on the Historian CD.
  - The insurance company can fax and will also send a hard copy of the certificate upon completion. Make sure the committee chair, or treasurer retains a photocopy of this certificate on file in their records.
    - ❖ **For the Agility Trial:** Jefferson County Government - Jefferson County, Colorado
    - ❖ **For the Local Specialty:** Island Grove Regional Park – 501 North 14th Avenue – Greeley, CO 80631
- **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
  - Only K.S. maintains an actual account for each customer. Safeway does not, but it does not hurt to inform them of the change so they know the person leaving the order is legit.

Board Member (Difficulty Rating: ●; Time: 3 hr/yr)

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

1. 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.
   - At the annual meeting in January, the committees will be equally divided amongst the four Board members.
   - The committees assigned to a given Board member will be based on the particular Board member's expertise and interest. They will also be equally weighted, so that one Board member does not end up with multiple committees that share the same difficulty rating.

Agility (Difficulty Rating: ♦; Time: 45 hr/trial)

1. Person needs to be very familiar with agility to chair this committee.
2. Manage the yearly DSA agility trial and organize agility stewarding for other clubs as needed
3. Establish a minimum of 4 committee chairs to assist with the organization of the event
   a. Chief Course Builder – responsible for ensuring that rings are set up according to judge's course maps
   b. Hospitality – responsible for ensuring that adequate food, water, and soda are available for exhibitors
   c. Rosettes – responsible for ordering and purchasing ribbons and 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.
   d. 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
4. Verify that we will be holding the trial on the same date as the previous trial or if a new date needs to be found.
   a. Currently our date is the third weekend of January
5. Hire trial secretary. Get signed contract.
   a. Helen Hittesdorf is the current secretary. PO Box 33153, Northglenn, CO 80233, 303-457-1350, fordogstuff@msn.com
6. Hire judge(s). Currently our trial is one ring to allow adequate crating space due to possible bad weather.
   a. Obtain signed contract.
   b. Find out if judge needs transportation from/to airport. Arrange lodging if needed.
7. Obtain contract with agility facility
   a. DSA currently uses the Jefferson County Fairgrounds Event Center.
   b. Will need to show proof of insurance
   c. Refundable deposit can be kept for next year
8. Send in completed application to AKC along with fee and emergency plan.
9. Arrange for equipment rental including electronic timers—currently renting from FRAT, Aaron Atherton, aaron.atherton@comcast.net
10. Invite the following people to provide services:
    a. Photographer: Tien Tran, tientranphoto@att.net
    b. Video: Don Hansen, Kennel Boy Video, don@kennelboyvideo.com
    c. Food: Beau, Golden West Enterprises, 303-564-1046, goldenwestcolorado@comcast.net
    d. Massage: Debbie Towndrow, deb.towndrow@worldnet.att.net
11. Provide information for premium list to Show Secretary
    a. Meet with committee members at least once to ensure that all committee duties are under control
12. Obtain checks from Treasure to pay fees
    a. AKC application fee
    b. Equipment rental fee

c. Judge's fee/expenses
d. Premium print fee
e. Secretary fee
f. Facility fee
g. Ribbons
h. Food
i. Food vendor
j. Judge's gift
k. Other expenses as required (t-shirts, etc.)

Awards (Difficulty Rating: ■; Time: 10 hr/yr)

A. Annual Club Member Awards:

1. 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:
   a. 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)
   b. 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)
   c. Awards to be presented at the December Holiday Party. (Motion passed: 4/16/01).
2. The chairman's duties are to arrange within his/her committee the plaques that are to be awarded at the annual meeting.
3. He/she is 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.
4. Procedures:
   a. 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 (2005 price $3.00). AHBA/UKC and other titles earned will be solely paid for by the DSA member.
   b. 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 and letters.
   c. Members will contact the Awards Chairperson via e-mail, or regular mail to provide the necessary data required for their tag/plaque. Award information will be accepted by telephone if a hard copy is also sent to the Awards Chairperson.
      - Dog's AKC Name & Title(s)
      - Dog's AKC Number
      - Owner(s) Name(s)
      - Primary Owner's Phone Number
      - Number of Tags Requested
      - Amount Owed for Additional Tags
      - Date of Title. (If multiple titles earned in that calendar year, specify the date each title was earned).
      - Qualifying Show or Trial (If multiple titles earned in that calendar year, specify the qualifying show or trial for each title).
   d. The Awards Chairperson shall hold onto the hard copy of information in order to check for accuracy prior to announcing the winners at the December DSA Holiday meeting. That information will also be used to make an accurate list of the title information for the purpose of assisting in the publication of the information in the Sam-O-Gram and the SCA Bulletin. **(See *'Shared Tasks' listing at end of this document).***
   e. 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.
5. Awards Vendor
   a. 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

   b. Current prices (2005):
      - Tags: $3.00 (includes hanging rings)
      - Plaques: $20.00
      - Letters: $0.10 per letter

B. Annual DSA Recognition Ad:

a. Assist with compiling information for annual club recognition ad posted in SCA Spring Bulletin. This should be based on the previous year's DSA club member award's listing, SCA awards listing, and member's input.

b. Reference motion passed on 1/18/99: "Include in the March SCA Bulletin an advertisement to list the SCA + AKC awards/titles and National specialty wins for the previous calendar year that club members have received in the previous calendar year. The advertisement will be placed each year and budgeted annually."

Breeder Referral (Difficulty Rating: ■; Time: 5-10 hr/mo)

1. The Breeder Referral service is primarily a place for individuals to get information about the breed and, secondarily, as a place to get referrals to a *responsible breeder* who has or is planning to have a litter and/or has older Samoyeds to place. Prospective Samoyed owners are not provided breeder names and phone numbers until our Breeder Referral contact has spoken with the people directly, or shared more information with them over e-mail. Our contact spends on an average about 30 minutes per call, first ascertaining that this potential home knows what is in store for them by getting a Samoyed and if they are equipped to deal with a dog. These phone calls involve giving the potential owners information about dogs in general, Samoyeds specifically, and the pros and cons of owning and living with a Samoyed. Explanations are provided regarding: (1) the difference between a companion (pet) and show dog; (2) the process behind the breeder's decision to place the dog as a pet or show; and (3) the reason why not every dog should be bred. Price ranges of a pet/show puppy are given, along with the qualification that there is not a set price, but that each breeder makes their own decision. Lastly, information about training Samoyeds and the different training centers in the area is made available. The Breeder Referral person also keeps in contact with club members as to who is planning a litter, has a litter, and who is expecting a litter.
2. The following are the questions typically asked of prospective Samoyed owners:
   a. How did you hear about DSA Breeder Referral?
   b. Have you had a dog/Samoyed previously?
   c. If so, how did you lose the dog (died of old age, disease, hit by car, gave away, etc.)?
   d. What do you know about the breed?
   e. Give information about breed and history – list pros and cons
      - Family-oriented dog, needs attention and early training - give list of training centers
      - Are very friendly – but independent
      - Excessive shedding, need to groom regularly
      - Active, need exercise. They are a working/herding dog and need a job.
      - Not a breed to lock outside, they do dig and bark when bored
      - Not a baby-sitter or a watch dog
      - List genetic problems prevalent in breed, buying from a reputable breeder increases (but doesn't ensure) chances of a healthy dog. Genetics isn't fool-proof yet, but better chances with dogs that have been screened.
      - Temperament is also a trait that isn't inherent in every Samoyed – reputable breeders strive for good temperaments as well as healthy bodies and good conformation.
      - Questions to ask of the breeder – hip and eye reports as a minimum on both parents. Reputable breeders will have this information on not just the parents, but many generations deep.
      - Differences between 'show' and 'companion' quality – Companion quality doesn't mean the dog isn't healthy and a good representative of the breed as a companion – just not the best specimen to continue breeding.
   f. Are they looking for a puppy or an older dog? If looking for older dog, refer to DSR.
   g. Dogs are a part of the family and breeders are looking for a permanent home for this puppy – this puppy is not a disposable item.
   h. It is best to only get one puppy at a time, get the second dog at a later time.
   i. Give Breeder contacts – club members first, then reputable people in the area.
3. Do not give out phone numbers to an answering machine, or the first contact with email. I do speak/correspond with the person before divulging any club members' contact information to ensure the request for information is legitimate.
4. If 'red flags' are raised during my conversation, I contact the breeders immediately with concerns about the individual.

At the Board meeting there were some additional questions on this committee. Those questions will need to be asked of Martha at a membership meeting before we can finalize the description.

Cheer (Difficulty Rating: ●; Time: 1 hr/mo)

1. Send letters, cards, or flowers, as appropriate for events including: thank you, sympathy, illness, births, marriage, and titles.
2. Club members are to notify chairperson of the need for the above.
3. At year-end, ensure Treasurer submits annual club donation to the SCA Research and Education Foundation. *[Reference motion 4/20/98: "DSA agrees to donate the sum of $100.00 a year to the SCA Foundation, for research into problems affecting Samoyed dogs. The donation will be submitted, via the Cheer committee, in memory of DSA members' dogs who have passed away during the current calendar year."]*

Designated Specialty (Difficulty Rating: ■; Time: 15 hr/event)

The Denver Samoyed Association began holding a Supported Entry with Puppy Sweepstakes show with Plum Creek Kennel Club in February 2002 for two primary reasons:

- PCKC offered to pay specialty breed clubs $3/entry for holding a Supported Entry with their February shows. Thus, it was a potential fundraiser for the club.
- It provided another opportunity to showcase our puppy classes and also veterans if the membership so chooses.

Starting in February 2004, the club switched the event type to a Designated Specialty, which means that we have to file a show application with AKC, along with a $15 application fee. PCKC still pays $3/entry, so the $15 fee cuts into the overall profit, but with this event type AKC credits the club for conducting a specialty show in that calendar year. So in a given year if DSA conducts a designated and local specialty currently slotted in the fall with Evergreen KC, we are credited for holding 2 specialties per AKC rules.

1. Send copy of event information: date, time, location, judges, etc., to Sam-O-Gram editor. ***(See 'Shared Tasks' listing at end of this document)***.
2. At the March DSA membership meeting:
   a. **Confirm** that the membership wishes to conduct a Designated Specialty with Plum Creek Kennel Club in February of the following year. If the yes, then proceed with the remainder of these instructions.
   b. **Determine** which type of sweepstakes classes the club would like to offer, Puppy, Veteran or both! Only one sweepstakes judge is required, since they can judge both Puppy and Veteran Sweepstakes classes.
   c. **Nominate** the Sweepstakes Judge.
   d. **Decide** which day the membership would prefer to hold the specialty, on Friday or Saturday.
2. **Confirm with Plum Creek Kennel Club** that they are willing to have DSA back as a Designated Specialty with their February show date. Check with them on who the Samoyed judges for Friday and Saturday will be. DSA will then vote on whether to hold the Designated Specialty on Friday or Saturday.
   a. Previous contacts with Plum Creek KC have been:
      - Chuck McWilliams – malnut3441@aol.com – 303-681-2251
      - Barbara White – belle4me@aol.com – 303-688-6502
      - Fran Strayer – fstarayer@abch2o.com – 720-981-8600
   b. **Request name and contact PCKC Trophy Chairperson**.
      - DSA purchases the trophies for the major wins via PCKC. They are relatively inexpensive, nice trophies (@$10/trophy), they tag each trophy to denote the win, and they bring them to the show. All you have to do is pick them up from the primary trophy table, and decorate the provided rectangular table at the show ring to showcase the trophies and make the event more festive.
        - Request trophies needed and get a total amount due:
          - Regular class trophies: BOB, BOS, BOW, WD, WB. Ask trophy chairperson if Best Puppy or Best Bred-By-Exhibitor wins will be awarded on that day. Usually PCKC has offered Best Puppy on their Friday Shows, and Best Bred-By-Exhibitor on their Saturday show. If either win is offered, then get a trophy for it.
          - Puppy Sweeps trophies: Best In Puppy Sweeps, Best Opposite in Puppy Sweeps
          - Veteran Sweeps trophies (if class offered): Best in Veteran Sweeps, and Best Opposite in Veteran Sweeps
        - Send an e-mail/letter to DSA Treasurer to request a check be sent to the PCKC Trophy Chairperson, for the above trophies (list # of trophies, unit cost and total amount). This will serve as a receipt for the Treasurer's book.
      - PCKC provides ring stewards. We can volunteer if we want, but we should inform our PCKC contact if that is the case.
3. **Send letter to Samoyed Club of America** Corresponding Secretary requesting permission to conduct a Designated Specialty. Starting in 2005 this became a requirement of SCA. **Send this letter in as soon as possible!** SCA will send a letter back to you hopefully granting permission to conduct the event. See document template called SCARequestForPermissionDesignated.dot for format. Required information in this letter is:
   c. Request permission for DSA to conduct this event with named all-breed kennel club.
   d. Event's Date.
   e. Event's Location (be specific like National Western Stock Show Grounds, Denver, CO)
   f. Make note that this is a separate request from our annual Local Specialty and Obedience Trial.
   g. Your contact information.
4. **At the April membership meeting** members need to vote for the Sweepstakes judge based on the nominations given at the March meeting. Make sure two alternates are also chosen in the even that the first choice declines the offer.
5. **Contact the Sweepstakes judge** once SCA has granted permission to conduct the event. The Sweepstakes judge is obligated to pay for his/her own travel and meal expenses. Once the Sweepstakes judge is secured, then the show application can be filed with AKC.
6. **Membership will vote** on which day they prefer to hold the specialty, Friday or Saturday, depending on who PCKC selects for judges. This should be done no later than the **JULY** meeting to submit the AKC application before the August deadline.

2. **Once the Sweepstakes judge is secured**, approval from SCA to hold the Designated Specialty is received, and the date for the Specialty is selected, the show application can be filed with AKC. **Complete the AKC Show/Trial Application.**

a. Send application via mail. **See AKC Show App Des Spec. PDF for template.**

- Enter information as follows (if information is NOT noted below, then leave blank)
  - Club Name: Denver Samoyed Association
  - Event Day/Date: e.g., Friday, February 17, 2006
  - Closing Day/Date: e.g., Wednesday, February 1, 2006 (Typically Wednesday, 2 weeks prior)
  - Location, City, State: National Western Stock Show Complex, Denver, Colorado
  - Is the event part of a cluster: Check Yes
  - If yes, name of cluster: The Rocky Mountain Cluster
  - With All-Breed Club: Plum Creek Kennel Club (Note: do NOT check Designated Specialty. Per AKC).
  - List Designated Specialty(ies) offered: Sweepstakes
  - Indicate if Show/Trial is to be held: Check Indoors, and check Unbenched.
  - Entry Fee: $15.00
  - Superintendent Name: Jack Onofrio
  - Show Chairperson: Enter in YOUR name, address, and phone
  - Show Secretary: Enter in YOUR name, address, and phone
  - Check the classes DSA decided to offer. Puppy Sweepstakes and/or Veteran Sweepstakes
  - Sweepstakes/Futurity Judge: Enter in the name and address of the sweepstakes judge that the membership selected.
  - $15.00 Fee payable to AKC
  - Would you like to receive information on publicizing your show from AKC Communication's Dept: Check Yes
  - Signature and Title of Officer: Have a DSA officer (Treasurer for example) sign the application.
    - The application must be signed by a DSA officer and a check for $15 must accompany the application. Contact the DSA Treasurer to provide both of these requirements.

b. **Make a copy of the show/trial application and the SCA approval letter for the club's records and send a 2nd copy to the PCKC contact** so they can include the information in the PCKC/CKC show premium and keep for their records.

c. **Send the completed AKC Show/Trial application along with a copy of the SCA letter granting DSA permission to hold the event to:**

American Kennel Club
Events Plan Dept.
PO Box 37927
Raleigh, NC 27627-7927

7. **AKC** will send a letter back noting the event has been APPROVED.
8. **Send** a letter to the Sweepstakes judge to remind them of their assignment and AKC restrictions. (See Designated DesignatedSweepsJudgeLetter.doc template). A sweepstakes judge is responsible for their travel and hotel expenses.
9. **Contact the Sweepstakes Judge** once you have received the Judging Program, or after you have called Onofrio 1-888-710-4098 after entries have closed to find out regular class entry total and breakdown of Sweeps entries and start times. Request that they meet you ringside ½ hour before the show.
10. **Prior to the show** purchase/gather trophy table decorations (e.g., tablecloth to fit large rectangular table, a centerpiece like flowers, stuffed Samoyed toy dog, and/or confetti) and buy a judge's gift and thank you card for the Sweepstakes judge only (~$30 limit). Send the receipts for these items from the club Treasurer to request reimbursement.
11. **Day of the Show:**
    a. **ARRIVE AT THE SHOW AT LEAST 1 HOUR BEFORE SHOW TIME.**
    b. Decorate the trophy table.
    c. Pick up the trophies that DSA purchased from the main trophy table (upstairs) and set them up on your decorated trophy table.
    d. Onofrio, show superintendent, handles the sweepstakes money (they calculate the money per class and place in individual envelopes), and ribbons. However, it would be best to check in with the superintendent to make sure it gets delivered to the ring.
    e. When your Sweepstakes judge arrives, take them up to the Superintendent's table so they can pick up their judge's book and judge's pin.
    f. Help the ring steward disperse the trophies and sweepstakes money to winners.
    g. After Sweepstakes judging has concluded present the judge's gift to the judge!
    h. Mark a catalog with the results of the show, both sweeps and regular classes. Keep a copy with your records and provide a copy to DSA Historian.
    i. After the show is complete, clean up the trophy table and relax!
12. **Provide a report to the club** listing the winners, # of entrants, total expenses (trophies, trophy table, judge's gift) and total income ($3/entry that PCKC offers), and final profit. List any recommendations you have for next year.
13. **A check from PCKC with proceeds earned should be automatically sent to you after the Designated Specialty has been held. Follow up with Chuck McWilliams mid-March if check has not already been received.**

DSA Job Descriptions - 2006

Hospitality (Difficulty Rating: ●; Time: 15 hr/yr)

1. Organize snack sign-up list for monthly meetings.
2. Greet and welcome guests.
3. Provide refreshments at all events and matches. (e.g., Local Specialty, Specialty Match)
4. Organize Holiday party and Awards Banquet. (Held at same time).
5. Organize social events (movie night, spaghetti dinner, etc.).

Librarian/Historian (Difficulty Rating: ●; Time: 12 hr/yr)

1. **Librarian:**
   a. The Librarian will maintain a lending library of books, periodicals, audiotapes, and videotapes owned by the club. They will be available for each regular meeting per prior request and loaned for one-month periods with a written record kept of the borrower and when borrowed. If by the second regular meeting the loaned item is not returned, a five-dollar ($5) fine will be assessed. If the item is lost or mutilated beyond normal wear and tear, it must be replaced.
   b. A list of the library contents will be maintained. A copy of this listing should be provided to the Sam-O-Gram editor annually, to be included in at least one issue in each calendar year.
2. **Historian:**
   a. Maintain a file of one copy of each DSA newsletter and any other photographic or electronic data requested for storage by the club for posterity. Additional copies of old newsletters will be kept for distribution to members as requested until they are gone. These extra copies need not be replaced. A file of newsletters from other Samoyed Clubs will be available for reference when requested. Extra copies of handouts distributed at meetings will be kept on file until appropriate to discard.
   b. Maintain one marked catalog from each DSA Local Specialty Show, Obedience Trial, and Agility Trial.
   c. Maintain in a photo album the club's copies of Local Specialty photographs provided by the show photographer. Each picture should be categorized by year and labeled with the Local Specialty #, event date, judge's name, dog's registered name, owner's name, and win/placement for future reference.
   d. Retain a copy of the following documents: ***(See 'Shared Tasks' listing at end of this document).***
      i) DSA Officers, Board Members, and Committee Chairpersons To Date (1987- present). Members sometimes request this information particularly if they are applying for a judging license, or SCA positions to include on their résumé.
      ii) Annual membership rosters.
      iii) DSA Awards to Date (1987 – present). The Awards Chairperson should help provide this information.
      iv) DSA Motions to Date (1986 – present). The Recording Secretary should help provide this information.

Local Specialty (Difficulty Rating: ♦♦; Time: 90 hr/show)

1. Send copy of event information: date, time, location, judges, etc., to Sam-O-Gram editor. ***(See 'Shared Tasks' listing at end of this document*).**

(This portion was transferred from the 'retired' Trophy committee and will be incorporated into the common procedure that is being drafted for the event committees. For now this is a placeholder for this transferred information).

2. Decide on the type of trophies to be given at the Local Specialty, and to purchase and prepare trophies for use.
3. Order and purchase ribbons and rosettes for the Local Specialty
4. Store any unused trophies and ribbons until needed or until a new committee is named; in which case all inventory will be transferred to the new committee.

Oversee the Local Specialty held in conjunction with an All Breed Club each year.

1. Establish a minimum of 5 committee chairs to assist with the organization of the specialty (who will also be the bench show committee if needed)
   a. Advertising
   b. Building and Grounds
   c. Catalog Sales
   d. Chief Ring Steward
   e. Hospitality/BBQ
   f. Rosettes
   g. Trophies
2. Verify the all breed club the specialty will be held in conjunction with and determine whether they are including specialties. Currently Evergreen Kennel Club
   a. This will determine the date
3. Request and obtain SCA and AKC approval
   a. ECKC will provide you with emergency and disaster plan for the application

4. Task evolving around judges
   a. Contact judge nominees for willingness to judge at the specialty
   b. If willing, prepare contract and obtain signature
   c. Request that All Breed Club pick up our Breed judge to reduce expenses. This needs to be done as soon as we have confirmation on the judge.
   d. Provide transportation to and from the airport for judges
   e. Confirm hotel reservations for Breed judge
5. Establish the following contracts:
   a. All Breed Club
   b. Judges (see above)
   c. Photographer—request pictures be taken outside
   d. Show Secretary
6. Provide information for Premium list to Show Secretary
7. Provide requested information to All Breed Club
   a. Premium
   b. Insurance Certificate
   c. Building for All Breed shows to be held in
      - Numbers of grooming spaces, tables, chairs, luncheon tickets, etc
        - Tables for trophies, judge, steward, and secretary
8. Coordinate obedience with All Breed Show if shared judge and ring
9. Request mailing labels in **Excel** from Liz Swearingen
   d. CO, WY, MT, KS, NE, AZ, NM
   e. Consider MO, TX, OK
   f. Solicit DSA members for possible additional persons to be added to mailing list.
   g. Review catalog for previous entries
   h. Meet with committees to determine whether specialty will be held indoors or outdoors
   i. Notes:
      - Outdoor ring set up must be set up and torn down by DSA, this includes pickup of the ring equipment and delivery back to pickup site.
      - Canopy will need to be provided
      - If indoors, order double ring so that ring is large and can be opened up for breed.
10. Contact Onofrio regarding ring rental and pay fee (3 months prior)
    a. Request the newest building and double ring
11. Obtain petty cash from Treasurer for catalog sales day of show
12. Obtain check from Treasurer to pay fees
    a. AKC fee $50.00
    b. Deposit to ECKC $200.00
    c. Onofrio ring rental $30.00 single conformation ring $60.00 Obedience
    d. Breed judge's fee $300.00
    e. Housing and food for Breed Judge
    f. Secretary's fee $3.00 per dog
13. If at Island Grove Park in Greeley, request that ECKC place us in the newest building if showing indoors (6-9 months prior)
14. After premium list is mailed do written request to Onofrio to show in new building for all breed show (rationale: specialty is in that building and reserved grooming is in that building
15. Obtain judges gifts (1 month prior)
16. Validate eligibility of working sweeps and sled competition classes and confirm with Show Secretary that all entries have validation forms (after entries close)
    a. These are occasionally sent to Show Secretary with entries
    b. Make sure they are entered in correct class
17. Project payout for sweeps (after entries close). See Sweeps calculation spreadsheet.
18. Contact ring steward to ensure everything is in order (2 weeks prior)
    a. We must provide stewards for obedience and conformation
19. Set up day prior to show
    a. Table and chairs
    b. Decide on area for photos if outside
20. Send out Thank You notes.
21. Complete report for club

Local SpecialtyTimeline

Two Years Prior

- Vote on and contact judges
  - Get signed contracts

One year Prior

- Set up Specialty committees
- Site approval by club if not already decided on
- Contact all breed hosting club Specialty coordinator
- Request approval from SCA via SCA Recording Secretary
- Select and confirm show Secretary
  - Determine dates for premium information
  - Premium to be mailed
  - Entries closing
  - Judging program to be mailed
- Confirm reservations at host hotel for judges
- Discuss advertising for SCA Bulletin with Advertising Committee, consider Samoyed Quarterly, Show Sams
- Trophy Chair begins to solicit donations

Nine months Prior

- Apply to AKC for approval of show and judges.
- Determine what class will be offered
- Discuss ribbons, rosettes, etc., with committee chairs

Six months Prior

- Contact Onofrio regarding ring rental and pay fee
- Request double ring from ECKC in new building with grooming space close to ring
- Confirm Hotel reservations for Judges
- Provide information for premium list
- Determine what special information will appear in the catalog

Three months prior

- Determine and order the needed rosettes/ribbons
- Provide DSA logo die to ribbon/rosette company
- Provide mailing list to show secretary
- Reserve tables and chairs for day of show.

Two months prior

- Mail premiums

One month prior

- Obtain judges gifts
- After premium list is mailed, do written request to Onofrio to show in new building for all breed show (rationale: specialty is in that building and reserved grooming is in that building
- Finalize BBQ plans

After entries close

- Validate eligibility of working sweeps and sled competition classes and confirm with Show Secretary that all entries have validation forms
- Determine order for judging
  - Suggest 15 minutes between each class as opposed to definite times
- Show Secretary will mail judging programs to: persons entered, judges, and ECKC

- Catalog Preparation
  - Have secretary make sure:
    - Working class is in correct order
    - Space is provided to document winners of Best Puppy, Brace, Best Bred by, etc.
  - Consider using brighter color card stock for cover
  - Determine price for catalogs
    - Fringe Benefit – Give catalog to show committee/DSA members

Week before

- Touch base with each committee chair
  - Verify what each committee chair is bringing
- Determine who has the wooden placement Sammies and who will bring
- Determine how ring will be decorated
  - Leash holders
  - Placement Sammies
  - Purple table clothes for trophy tables
  - Pictures from previous specialties
  - Flowers for judges tables
    - ECKC provides planters to hang on poles
    - Candy, tissues, paper towels for judges table
- Have Ring Steward there about 1 hour before show starts to get prepared

Day Before

- Find ring
  - If showing outside set up rings and canopy
- Set up table and chairs
- Determine what last minute items are needed
- Look for area for pictures outside
  - Take platform to show site
- Take hospitality items to show site
- Set up Sammy placement boards in ring

Day of Show

Two Hours before

- Set up Trophies
- Set up rosettes and ribbons
  - Consider hanging 1st place rosettes next to Steward
  - Use paper table cloth for Judges and Steward tables
- Set up Judge's tables
- Set up area for pictures

Throughout Day

- Answer misc questions
- Deal with any issues that arise

After Show

- Pay Judge
- Pay show secretary
- Show Secretary tears out pink sheets for Judge along with catalog
- Sends to AKC
  - Completed report form
  - marked and unmarked catalog
  - White copy and cover of Judges book
  - Recording fee

- Show Secretary keeps entry forms on file for 6 months minimum
- Send to SCA recording secretary marked and unmarked catalogs
- Send show results to SCA Bulletin Editor
- Give final report to DSA

Local Specialty Committee Duties

Trophy Chair

- Solicit donations for trophies
- Submit funds to DSA Treasurer
- Select trophies and presents to Show Chair for discussion and coordinated decision
- Order trophies
- Obtains check from DSA Treasurer for trophy purchase
- Compile information for premium list and catalog
- Organize trophies by class and labels for show
- Set up trophy table at Show

Chief Ring Steward

- Coordinate stewards for both conformation and obedience
- Distribute armbands at show
- Call each class into the ring
- Record absences
- Help judge hand out ribbons, rosettes, and trophies
- Maintain marked catalog for AKC
- Communicate with judge during competition

Ribbons/Rosettes

- Determine what ribbons and rosettes to order based on classes offered
- Inventory ribbons and rosettes from previous year and determine what needs to be ordered and what needs to have tabs ordered
- Obtain quotes based on needs
- Order ribbons/rosettes
- Arrange with DSA Treasurer to pay for ribbons and rosettes
- Organize for show
- Bring to show

Hospitality

- Provide refreshments for Judges table and displays appropriately
- Provide water for those entered in specialty

BBQ

- Coordinate after-show meal
- Determine cost and takes reservations from those planning to participate in meal

Buildings and Grounds

- Ensure that show area is clean according to contract with All Breed Club contract after show.

Advertising

- Create advertising for SCA Bulletin (Takes Martha approximately 2 hours to create ad and send to Bulletin editor)
- Create advertising for catalog—the past several years there have not been any extra ads, a couple were submitted camera-ready, which were passed along to the Show Secretary. If there would be ads, approximately 1 hour per page would be invested.

Program (Difficulty Rating: ●; Time: 10 hr/yr)

1. Organize programs for the regularly scheduled club meetings for the education, entertainment, and benefit of the club members.

(This portion was transferred from the Working Dog committee job description)

2. Organize a minimum of one Working Dog clinic or educational activity per year to help promote the working aspects of our Samoyeds.
3. The purpose is to help educate members about sledding, obedience, pack hiking, weight pulling, skijoring, herding, agility, and any other aspects of working dogs, by suggesting activities and programs for the club.
4. Past contacts who have helped conduct a clinic are:
   - Herding: Mary Lloyd & Cathy Balliu (instructor/judge) Valdemar Farms, Fort Lupton, CO
   - Weight Pull: Bob Sencenbaugh
   - Sledding: Lori Elvera
   - Pack Hiking: Lori Elvera, Donna Dannen, Lorrie McAllister
   - Skijoring: Pam Hahler
   - Agility Jane Reller
5. Send copy of event information: date, time, location, etc., to Sam-O-Gram editor. ***(See 'Shared Tasks' listing at end of this document).***

Public Education (Difficulty Rating: ■; Time: 30 hr/yr)

1. 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).***
2. Receive public education information from AKC, other clubs, and rescue organizations
3. Coordinate with requesting organization
4. Schedule 1 to 2 public education forums per year
5. Materials available to use include:
   a. **6 easels**
   b. **Posters (Samoyed activity pictures), DSR, the Samoyed breed, Snow Dogs**
   c. **Brochures: Activities, DSA, DSR**
   d. **A variety of educational information handouts**
   e. **Rescue/Breeder Referral business cards**
   f. **Miscellaneous supplies**
6. Typically need a couple of people and dogs for any forum
7. Schedule shifts if needed for big events

Sam-O-Gram (Difficulty Rating: ♦; Time: 10 hr/mo)

1. Create a monthly club newsletter that includes the suggested following standard articles:
   a. Listing of Officers, Board of Directors, and Committee Chairpersons, including phone numbers.
   b. Table of Contents – lists articles contained in each month's issue.
   c. Board Meeting Minutes, if any. The Recording Secretary provides this in either hard copy or electronic format. It is due to the editor by stated deadline.
   d. Membership Meeting Minutes, if any. The Recording Secretary provides this in either hard copy or electronic format. It is due to the editor by stated deadline.
   e. 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.
   f. Timely notices of upcoming fundraisers.
   g. Schedule of Events – lists the event (show, clinic, sled/skijor race, weight pull, seminar, fun match, agility, etc.), organization holding the event, date/time, location, and contact name.
   h. **Meeting reminder notice for upcoming membership and/or board meetings**. Notice must contain meeting date, time, and location and the specific business agenda such as: motions to be voted on, nomination or voting of local specialty judges and nomination or voting of DSA officers and board. Also, solicit the club president for additional agenda items.
   i. The Denver Samoyed Rescue report. The Sammy Rescue chairperson provides this report.
   j. Article deadline for the next issue is always the first of the month.
2. Annual articles may include:
   a. DSA Library list including lending policy. Club librarian provides this information.
   b. DSA Annual Awards (given in December, listing to appear in January issue). Awards chairperson provides this information.
   c. DSR Year-End Rescue Report – adopted dogs/adoption dates, referral dogs/referral dates, etc.

   d. Listing of items remaining in Ways 'N Means inventory that can be sold. Ways 'N Means chairperson provides this information.
   e. Treasurer's Year-End (Audit) Report
3. The newsletter must be sent (US mail or 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.
4. Maintain an up-to-date mailing list of club members, subscription members, and newsletter exchange clubs. Notify the newsletter exchange clubs whenever a new Sam-O-Gram editor takes over, so that they mail their newsletters to the new editor's address.
5. The editor should encourage members to send in articles, pictures, and event notices to be published so that it's truly a club newsletter.
6. An original copy of the Sam-O-Gram should be provided to both the Recording Secretary and Historian.
7. The final editing, copying, and mailing of the SOG can be delegated to another club member.
8. ***(See 'Shared Tasks' listing at end of this document).***

Note: **DSA Historian CD.** Currently, at the end of each year, the SOG editor creates a DSA Historian CD that contains meeting minutes, newsletters, important club documents such as the constitution, Motions to Date, Awards to Date, Officers to Date, and so on. The contents of the previous CD are included in the current CD as long as there is room on the CD. A copy is created for the Historian, Recording Secretary, and Sam-O-Gram Editor. Most of this information is gathered easily because the newsletter contains this information. However, other club members, such as the Librarian, Sammy Rescue Chairperson, etc., may provide some of this information.

Samoyed Rescue (Difficulty Rating: ♦♦; Time: countless hr/yr)

1. Send copy of rescue report, fundraiser and any event information: date, time, location, etc., to Sam-O-Gram editor. ***(See 'Shared Tasks' listing at end of this document).***
2. Answering phone calls
3. Processing applications
4. Arranging/facilitating adoptions
5. Sending out adoption packets
6. Fostering
7. Transportation

The scope of this committee is so large that it precludes including detail in this document. If you are interested in helping the rescue committee, please sign up and/or contact one of the current members.

Specialty Match (Difficulty Rating: ●; Time: 15 hr/event)

1. Send copy of event information: date, time, location, judges etc. to Sam-O-Gram editor. ***(See 'Shared Tasks' listing at end of this document).***

(This portion was transferred from the now defunct Trophy committee and will be incorporated into the common procedure that is being drafted for the event committees. For now this is a placeholder for this transferred information).

2. Decide on type of trophies to be used for the Specialty Match, and purchase and prepare trophies for use.
3. Order and purchase ribbons and rosettes for the Specialty Match.
4. 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.
5. Choose a non-conformation date for event
6. Arrange rental of location.
   a. 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.
7. Contact judges for conformation and obedience
8. Send in application to AKC
9. Arrange with Hospitality Chair for refreshments and picnic if so required
10. Enlist people to set up ring
11. Bring Specialty Match box containing clip boards, pens, etc.
12. Ensure judges have score sheets

Tournament (Difficulty Rating: ■; Time: ?/event) – ARCHIVED

1. Tournament Rules
   a. Pre-registration entry fee $15.00 per dog. Day of show entry fee $18.00 per dog. Exhibition-only entry fee $5.00 per dog.
   b. Three rings will run simultaneously for judging and only one dog/bitch will be in the ring at any time, therefore allowing you to enter more than one dog
   c. Eligible dogs/bitches: Any champion, current year's Best in Specialty Match winner, and any untitled dogs/bitches 6 months and older. Dogs/bitches less than 6 months old may be entered for exhibition only.
   d. Each dog/bitch will be scored against the Official AKC Samoyed Standard/SCA Illustrated Standard and will receive their signed score sheets at the end of the tournament.
   e. Three judges will individually judge and score the dogs: an AKC judge, a Samoyed breeder, and one other individual involved in exhibition of dogs of another breed. A joint decision for a winner and a reserve winner will be made.
   f. The winner must be shown at the next SCA National Specialty to receive the monetary award.
   g. The value of the award equals all monies taken in, minus expenses for hosting the tournament.
   h. If the winner is not shown at the National, but the reserve winner is, the reserve winner will receive the monetary award.
   i. Any dog/bitch that has won a previous DSA tournament is not eligible for competition.
2. Tournament Score Sheet
   a. Each tournament judge completes and signs a score sheet for each dog entered. The judge scores the dog against each of the specific AKC Samoyed Standard categories. The dog with the most points awarded wins the competition.
   b. Please reference Tournament Score Sheet form.
3. Procedure for organizing the Tournament.
   a. Decide on a date and secure a location to conduct the event.
      - Sterne Park in Littleton, CO (in the South Suburban recreation jurisdiction) has been utilized. Rental Fee approx $27.
      - Tom Lisec would normally help with the park rental
   b. Secure the 3 judges as defined in the Tournament Rules above. The assignment is not a paid position. Travel and hotel, if applicable, must be arranged by the individual judge.
   c. Secure the 3 judges as defined in the Tournament Rules above.
   d. Purchase judge's gifts as a thank you for their efforts.
   e. Contact Hospitality Chair to organize refreshments for the judges and/or members. A picnic after the event may also be considered. (This money is budgeted under the Hospitality committee).
   f. Supplies needed: 3 clipboards, 30 to 50 copies of the tournament score sheet, pencils, calculator, (easel and white board or poster board to list the results by judge), and change for the entry fees. Most supplies are 'borrowed' from the Specialty Match container which has enough for both events which are typically held on the same day.
   g. Send copy of event information in advance: date, time, location, judges, etc., to Sam-O-Gram editor. ***(See 'Shared Tasks' listing at end of this document).***
   h. Once the winner is determined and the SCA National has taken place, the owner must provide proof of attendance (e.g., hotel receipt and catalog page containing dog's name for the Treasurer's books. Proof is now a requirement due to our non-profit status per Ed Sledzik, DSA's tax lawyer) in order to receive the monetary reward.

Because this event has not been offered for the past few years (no chairperson has volunteered to organize the event, and it's not an AKC-required activity), the Board has decided to archive the committee. By archiving the committee we are preserving the purpose of the committee as well as the job description as it stands today, but not requiring a committee chairperson to sign up to conduct the event. In the future, should the club decide to conduct a Tournament, and a member volunteers to chair the event, the job description and the materials used previously are then available as a foundation for the event.

Jan Cherne will contact Nancy Golden to request a job description and procedure for conducting this event. Even though the event has not been held for a few years, the Board felt it was important to define the job should it be reprised in the future. Thalia has electronic copies of the last score sheet (and previous versions as well!) and tournament rules (they are on the historian CD as well as on the web site too: http://www.denversamoyed.org/SpecialtyMatchTournament.htm).

Ways & Means (Difficulty Rating: ■; Time: 20 hr/yr) – ARCHIVED

1. Present suggestions to the club members about ways to make money.
2. Once approval is granted, the committee will act upon these suggestions, organizing the interested club members to do whatever is necessary to complete said plan, hopefully making a profit. Send copy of event/fundraiser information to Sam-O-Gram editor. ***(See 'Shared Tasks' listing at end of this document).***

3. Keep any inventory of items to be sold.
4. Report how much profit DSA has made on each idea of the Ways & Means committee.

Due to the success of the agility trial, agility trial stewarding, and grocery certificate fundraisers, (each fundraiser has made a profit of over a $1,000/year), the Board has decided to archive this committee. (However, money earned through the agility trial stewarding and grocery certificate fundraiser will be categorized under the Ways & Means heading for the purposes of reporting. Money earned by the agility trial is categorized under the Agility Trial heading). By archiving this committee we are preserving the purpose of the committee as well as the job description as it stands today, but the Board will not require a committee chairperson to sign up each year. In the future, should the club decide to perform any of the fundraisers stated above, then the Board needs to reinstate this committee, appoint a chairperson, and review/alter the job description as needed.

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, Historian, 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.

(Currently, the Sam-O-Gram editor handles the maintenance of the information listed below. Various software programs are used to help to store, maintain, and generate listings for this information. All files are stored on the DSA Historian CD. Three copies of this CD are updated annually and provided to the Recording Secretary, Historian, and Sam-O-Gram editor. However, the listing below is provided in case the information needs to be manually generated).

1. **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 (US mail and/or 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.
2. **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 has been included in the membership dues renewal notice, as well as new member packet since 2002.***
3. **Historical documents**: Copies of the following listings should be provided to the President, Recording Secretary, and Historian.
    - **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.
4. **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
    - Designated Specialty
    - Local Specialty
    - Specialty B/OB Match
    - Other: Public Education events, Working Dog Clinics, Holiday party, and all Fundraiser activities (both General and Rescue)