

DSA FastCAT Committee Chair Job Description (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.