

Border Terrier Club of America Policies and Procedures Manual

Committee Descriptions & Responsibilities

AKC Delegate:

The AKC Delegate of the Border Terrier Club of America is elected by a vote of the general membership every three years, i.e. 2008, 2011, 2014. The Delegate attends quarterly meetings of the AKC Delegate Body, which are held throughout the country. The Delegate reports semiannually to the BTCA Board. The voting power of the BTCA in AKC matters can and shall be exercised only by a Delegate selected to represent it for that purpose. As the Delegate Body votes on all matters relating to the Bylaws, much of the ongoing, or proposed, initiatives of the AKC become the official and unofficial matters for discussion and vote in these meetings. By participation and involvement in the ongoing process of these meetings, the Delegate has the opportunity to be a voice for the BTCA. The Delegate makes regular reports to the Board, and to the membership, reporting on decisions involving our club and its members in the ongoing work of the AKC.

The AKC requires that the delegate must be in good standing with the AKC, be a resident citizen of the US, its territories or possessions, or has permanent resident alien status as defined by the Immigration and Naturalization Act. It is required by AKC that to become or remain a Delegate one may not be a) a professional handler or trainer of dogs, professional judge of purebred dog events where a professional judge is defined as one who charges a fee in excess of actual expenses, b) be engaged in trade or traffic in dogs, which includes commercial breeders and brokers of dogs for resale, c) be employed full time in the manufacture or sale of dog food or dog supplies, d) be a publisher or other person who promotes show dogs/kennels through solicitation or acceptance of advertisements in commercial dog publications, dog show superintendents or their employees.

Newly elected Delegates must follow an application procedure with the AKC in order to be seated which is described in the AKC bylaws Article VI Section 2-7, with an incumbent Delegate at the discretion of the club continuing to represent until the process is completed for seating a new Delegate.

A motion was passed by the BTCA Board in June 2002 that up to \$2000 per annum this amount will be available to the AKC Delegate, as the "roving" AKC Delegate's Meetings are becoming increasingly expensive. It was also agreed by the Board that the Delegate should use budget fares whenever possible.

Agility:

1. Review and approve all BTCA sponsored (supported) agility trial applications, and forward to the BTCA Board designee for signing and forwarding to AKC
2. Make recommendations regarding agility awards, policies and procedures to the BTCA board.
3. Promote and support BTCA sponsored agility events.
4. Promote and support programs and materials, including seminars and demonstrations, encouraging Border Terrier owners to participate in the sport of agility
4. Advise and assist agility chairs in planning and holding BTCA sponsored (supported) Agility events.
5. Field questions from the general membership relating to agility.
6. Act as liaison to the Board for questions and changes arising that affect agility within the BTCA.
7. Develop educational materials as needed.

AKC Legislative Liaison:

The AKC Legislative Liaison shall be a BTCA member who will follow legislative issues impacting purebred dog owners and breeders and serve as a communications link between the BTCA and the AKC Canine Legislation Department.

Because the AKC Legislative Liaison will be representing the BTCA, it is important that this person possess strong writing and computer skills, develop and/or maintain a network of contacts from the regional Border Terrier clubs, and be able to present the view points of the AKC and the BTCA in a diplomatic manner. As a BTCA representative, the AKC Legislative Liaison shall be circumspect in their correspondence and cautious of forwarding misinformation. The AKC Legislative Liaison must check sources before proposing any action and shall not use the liaison position to forward personal opinions that are not substantiated by AKC or the BTCA.

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Duties of the AKC Legislative Liaison includes the following:

1. Monitor local news and AKC legislative alerts to stay aware of issues that impact purebred fanciers.
2. Alert the AKC and the BTCA to pending legislative issues occurring on a state and national level.
3. Receive materials, updates and advice from the AKC Canine Legislative Department and distribute the information to fellow BTCA club members.
4. Prepare the BTCA for action if a legislative initiative arises that requires input from purebred dog owners and breeders.

The AKC Legislative Liaison shall submit a quarterly report to the Board on pending legislation and possible courses of action and reports as needed for publication in the Borderline.

Awards Coordinator:

25 Year Pins:

At the beginning of each year go through the Borderlines for 25 years past and the current Connections to determine which members appear to be eligible to receive 25 year pins.

Check to make sure the member has 25 years of **continuous** membership. Since the dates in Connections may be the date the person first joined – and do not indicate if the membership lapsed – or sometime the date the SPOUSE or partner joined, the entire history must be verified.

Once determined, take 25-year pins to the engraver – initials and year to be engraved on the back.

Take list of recipients and the pins to the Specialty – announce recipients during the Awards Dinner and hand out the pins. Mail pins that are not accepted at the dinner.

Send list of recipients to the Borderline Editor for the Specialty Issue.

Register of Merit:

Receive Application forms from owners.

Check information on the form – make sure dog has met the health testing requirements listed on the application.

Make a list of the recipients in each category – Bronze, Silver and Gold –

Bronze Sires: 7-9 Ch Get Bronze Dams: 5-6 Ch Produce

Silver Sires: 10-11 Silver Dams: 7-9

Gold Sires: 12 or more Gold Dams: 10 or more

Bring list to Awards Dinner at the Specialty with the appropriate # of medallions. Award them at the dinner. Mail any medallions that are not accepted at the dinner.

Send list of recipients to Borderline Editor for the specialty issue.

Periodically review application form in Connections – update if necessary or as requirements change. (CHIC is now required – not just OFA Hips and CERF)

Order more medallions as needed.

Longhorn Trophies

4912 Burnet Rd

Austin, TX 78756

(512) 454-8684

Breed Books:

1. From the yearly AKC title sheets, send the owner(s) a request for verification of the information listed.

Additionally, request:

- a. Photo (optional)
- b. Pedigree

2. Once the layout is done then a copy of their page is sent to the owner with any photo that was submitted. If no sheet was returned, then there is no proof sheet mailed to the owner.

3. Any corrections returned by the owner are made.

4. The corrected layout sheets are printed and sent to various Yearbook committee members for proofing.

5. Any further corrections are made and the final proof is done by the Chairman to double check that the corrections have been made.

6. Organize information and prepare for printing. If there are missing pedigrees or no response from owners, research & fill in missing information as much as possible.

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7. Submit 3 bids to BTCA Board for approval prior to submitting for printing.
8. Proof the draft layout before printing.
9. The yearbook is printed and sent to the BTCA store or whoever is designated as the person to store that year.

BTCA Store Duties:

1. Receive orders for items available through the store.
2. Contact [e-mail] the person responsible for housing the item(s) ordered to ship the items.
3. Send checks and list of items ordered to BTCA Treasurer.
4. Organize items for BTCA Specialties and arrange for store to be manned at posted times. One of each item offered by the store should be available for view at the specialty along with order forms and self-addressed envelopes. BTCA logos and pins could be available for sale, as they do not require much space to transport.
5. Send the customer an email stating that their order has been received and will be shipped. They should also be informed, when applicable, that their order will be shipped from more than one source.
6. Contact persons who house the items yearly to determine if certain yearbooks have been sold out. If this is the case, the Borderline and web master should be contacted and requested to indicate on the order forms that a particular item is sold out and no longer available.

Constitution and by-laws Policy:

Responds to Board requests for reviews of the Constitution and Bylaws and develops new passages when needed.

Database Manager:

The database is currently maintained in Microsoft Office Excel and exported according to individual requirements.

It is important to stress that the mailing lists should be trashed after used, since they are continually being brought up to date.

Duties of Database Manager:

- Throughout the year make changes in member information as received.
- Send mailing lists to the publisher of The Borderline and Connections when needed.
- Send mailing lists to members who need them for Board-authorized projects for the BTCA, such as Montpelier Border Terrier Rally and Ways and Means Committee.
- In coordination with the Treasurer, send renewal notices, receive renewal forms from Treasurer, update database and forward updated database to Treasurer, Secretary, and Website Committee for various Directories.
- Assist Secretary and Treasurer with mailings (ballots, etc.).
- Send subscription renewal notices and maintain subscriptions in database. Subscription checks are sent directly to the treasurer who will notify the Database Manager as they are received
- Provide information for Connections, such as alphabetical membership list, membership by state, and membership by district, and breeder directory.

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Earthdog:

1. Develop and update procedures for sponsoring BTCA earthdog events.
2. Receive, evaluate, and approve applications for regional clubs or groups of members who want to hold an AKC earthdog event under the name of the BTCA. Process and forward to the AKC.
3. Distribute relevant rosettes and prizes to sponsoring organizations and receive extras back for storage.
 - a. Order rosettes and prizes.
 - b. Mail to sponsoring clubs and receive reports and extras returned.
 - c. Coordinate prizes for supported events. At this time there is one: the event held the day after Montgomery County Kennel Club.
4. Ensure that the group sends the correct fee to the BTCA to cover the cost of the rosettes and mailing.
5. Develop and update procedures for the BTCA working terrier title program, which offers Working Certificates, Field Gameness Certificates, and Field Sporting Certificates.
 - a. Appoint a Secretary. At this time the secretary is George Moore. The secretary receives applications, mails them for review, mails out approval/denial notice and certificate. At this time the certificate is under development.
 - b. Maintain a qualified review committee according to the procedures. At this time the committee is: Jo Ann Frier-Murza, Pam Dyer, Chris Dyer, and Deb Mionske
 - c. Notify the Borderline when a certificate is issued.
6. At the request of the Board, the committee is available to review any issues regarding earthdog events or working terriers which are necessary for the benefit of the BTCA.

Editorial:

1. To evaluate ideas from the editor and the membership regarding changes to the Borderline P & P and suggest updates for the Board's approval.
2. To seek, interview, and recommend a person to edit the magazine whenever needed and to help the editor find assistant editors, proofreaders, etc. when necessary.
3. To oversee the production of every issue of the Borderline.
4. To prepare an annual Borderline budget to be submitted to the Board each December.

General/Public Education/General Education Coordinator

Educate and inform prospective buyers and current owners about the Border Terrier by providing educational and informative resources.

Maintain the Border Terrier in Brief Information Packet and fill requests.

Prepare a semi-annual report for the BTCA Board, and reports as needed for the Borderline.

Keep accurate records of income and expenses, sending monthly reports to the Treasurer. Send funds to the Treasurer in a timely manner.

Keep records of requests for the packet.

Check the internet regularly for sites where the BTCA may be listed. Make use of available free listings and request contact information updates when necessary.

GEC.

Public Education Committee:

To maintain a link with the American Kennel Club, and disseminate pertinent information as necessary and relevant. Thus far, there hasn't been too much to pass along. Litter registration information, changes in AKC regulations, that sort of thing would be passed on to the membership promptly.

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Genetics and Health:

Committee Responsibilities:

- Identify the emergence of health problems specific to our breed.
- Monitor and report on the incidence of health problems known to affect our breed.
- Encourage the participation of our members in monitoring the health of the breed through appropriate testing and submission of all results to the OFA open database.
- Run periodic health surveys and communicate the results to the members.
- Help educate the Border Terrier community on emerging health issues and advances in genomics of the dog.
- Evaluate Grant proposals and make recommendations to the Board
- Answer questions from Border Terriers owners, consult with veterinarians, and guide them to sources of information.
- Maintain databases of Border Terriers – from OFA, CHIC and CERF, and club health surveys.

Committee Member Expectations:

Members of this committee should be willing to write, read, and help edit articles for the Borderline.

Judge's Education:

1. Provides Border Terrier education programs for conformation judges and members.
2. Develops educational materials for distribution.
3. Trains and monitors BTCA members who make presentations in their areas.
4. Acts as a liaison with judges, for example, coordinating the distribution of Borderlines or Illustrated Standards to those judges who want complimentary copies.
5. Prepares an annual budget estimate in Dec. for expenditures in the next year.
6. Arrange with the specialty chairman the date, time and place of the breed seminar organized according to the AKC guidelines.
7. Appoint and approve the presenter for the breed seminar.
8. Publicize the breed seminar in the appropriate media.

Junior Showmanship:

Not available

Membership:

The duties of the Membership Coordinator include the following tasks:

Distribute applications by mail to prospective members

Receive applications

- Verify the application form was revised in October of 1999
- Verify that applicants have signed the application
- Verify two (2) endorsement signatures
- Verify that the endorsers are from **different** households
- Verify that the endorsers are members in good standing in the BTCA
- Verify that the endorsers have been members of the BTCA for a minimum of one year
- Verify that one of the endorsers has known the applicant for a minimum of one year
- Verify that a check is included and is the correct amount for the membership type

If any irregularity exists with any part the application then the application and check will be returned to the applicant with a letter explaining the problem and how to correct it. If a revised application form is needed, one is enclosed with the letter.

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Enter data from applications into a computer database.

Mail a letter to all applicants explaining the membership process with the following enclosures:

- BTCA Constitution and By-laws
- BTCA Ethical Standards
- Brochure listing publications and regional clubs

Submit a quarterly report by email to the BTCA secretary, treasurer, and Borderline editor on February 1, May 1, August 1, and November 1.

The report shall include the following information for each new prospective member:

Name of applicant,
Address
Phone number
Email address
Kennel name (if applicable)
Names of endorsers
Membership type
Season and year

In addition, the Borderline Editor will be sent a quarterly report for publication on February 1, May 1, August 1, and November 1 along with the name of applicant, city and state of residence, names of endorsers, and membership type for each new prospective member. A sample follows.

Membership applications have been received from the following individuals. If you have concerns regarding any of the applicants, please send your comments to BTCA Secretary or Membership Coordinator within 30 days.

Jane and John Doe, Anywhere, US; endorsed by B. T. Lover and Bess N. Show; household

Mail the dues money to the BTCA treasurer quarterly.

NOTE: The treasurer will deposit the checks on receipt. In the event the application is rejected (or withdrawn) the dues will be refunded.

Request that the secretary call for a vote of the Board on the new prospective member's one month after publication in the Borderline.

Mail a letter to all applicants approved by the BTCA Board welcoming them into the club. Enclose the following materials in the packet:

- BTCA Logo Sticker
- BTCA Breeder's Directory
- The Border Terrier Standard
- The Border Terrier in Brief Booklet
- Grooming Guide
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NOTE: Applicants will be added to the Borderline Mailing list immediately as a gesture of goodwill. In the event that the application is rejected (or withdrawn), they will be removed from the mailing list.

Respond to club related email and miscellaneous correspondence.

Request bulk materials contained in the various mailings from the Education Coordinator and/or have copies made locally. Purchase mailing supplies, paper, and postage as needed.

NOTE: It is the responsibility of the Secretary to mail a letter to any applicant not approved by the BTCA Board explaining the concerns expressed by the membership and/or Board.

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Policy and Procedures Committee:

1. Keeps the manual up-to-date with new motions passed by the Board of Directors and new information that comes from the committees, liaisons and club officers.
 2. Maintains a master for each policy or procedure, and in the event of missing files, will supply any new owners with an electronic version on request.
 3. Updates and maintains the table of contents for the manual.
 4. Tracks all changes to the manual in a spreadsheet and archives all old files.
 5. Works with the web site committee in uploading the new material to the web site http://clubs.akc.org/btcoa/policy/PP_front.htm. (Information on how to maintain the manual is specified in Procedure 2-01).
 6. Provides the information for the back cover of the Borderline before each deadline.
 7. Works with Specialty Liaison in maintaining the Specialty Guidelines.
- Anyone wishing to serve on this committee should have strong computer, communication and writing skills. The chair of this committee should be a board member.

Specialty Liaison / Specialty Guidelines (Show Manual):

1. Assists the National Specialty Chair with any questions regarding policy and procedures regarding the National Specialty.
2. Submits a semi-annual report to the Board with details of activities of the National Specialty Committees and their schedules. Requests semi-annual budget updates from Specialty Chairs or Treasurers.
3. Maintains the Specialty Guidelines, along with the P&P committee, and responds to requests from interested local clubs for copies of the Guidelines. Notifies all specialty chairs of changes to the Specialty Guidelines and emails the changes to the chairs.
4. Accepts and presents to the Board any bids for the National Specialty and notifies the local club when a bid has been accepted by the Board.
5. Requests final report from show chair within a month after the National Specialty and presents the report to the Board along with any recommendations of changes to the Specialty Guidelines made by the show chair.

Trophy Coordinator:

1. Provides storage and care for the perpetual, challenge and Keeper trophies.
2. Responsible for engraving the Keeper trophies and the names of the National Specialty winners on the perpetual and challenge trophies.
3. Order any JAM's or certificate holders for the National Specialty.
4. Pack and ship to/from the National Specialty location.
5. Purchase and engrave trophies for the supported entries associated with the National Specialty.
6. Purchase trophies and engrave for the Devon (BOB, BOS, WD, RWD, WB, RWB), MCKC (BOB, BOS, WD, RWD, WB, RWB, 1ST in working dog, 1st in working bitch) Obedience following the MCKC Earthdog and Agility Trials.
7. Prepare an annual budget estimate in December for expenditures in the next year.

Versatility:

1. Monitors the development of new dog sports and additional titles within an existing dog sport.
2. Makes recommendations to the BTCA Board regarding any changes to the Versatility application. If board approved, a revised application will appear in the next Borderline, in the next Border Connections, and will immediately replace the application currently on the BTCA website.
3. Submits a semi-annual committee report to the Borderline which includes committee business along with the number of Versatility and Versatility Excellent awards earned within that time period. The end of year report includes the yearly totals.
4. Prepares an annual budget estimate in December for expenditures in the next year.
5. Processes applications.

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The committee:

- Receives all versatility applications.
- Verifies that the applicant is a current member of the BTCA.
- Verifies the applicant's ownership of the Border Terrier.
- Verifies the earned title documentation.
- Calculates the 'stars' earned and the number of categories used.
- Verifies the award was earned per the current application requirements.
- Sends the information required for lettering certificates along with the applicants' checks (if applicable) to the artist for lettering and coloring.
- Submits artist's bill to the BTCA treasure for payment.
- Receives the awards completed by the artist.
- Mails the completed awards to the applicants.
- Submits receipts for mailing expenses to the BTCA treasurer for reimbursement.
- Submits a list of the new award winners to the Borderline editor each quarter. The list will include the name of the Border Terrier with the titles earned along with the name of the owner(s).
- Enters a list of the new award winners annually in the archive notebook.

Web Site Committee:

Web Site Committee Chairperson

Outline of Responsibilities;

- Administer the maintenance and development of both Border Terrier Club of America Web Sites (public and members only)
- Seek out suitably skilled volunteers to be on the Web Committee to handle the routine and periodic updates to the various sections of the websites.
- Where possible, identify resources within the BTCA membership willing to tackle development work "pro bono" either as committee members or on an "as required" basis
- Solicit quotes from qualified suppliers/individuals for any development work requiring expertise outside the scope of the committee or BTCA membership
- Submit proposals for development work to the Board together with the committee's recommendations
- Oversee the activities of the committee to ensure that the integrity of the webs sites is not compromised
- Implement appropriate security procedures to ensure that the integrity of the webs sites is not compromised
- Maintain accurate records regarding domain names, web hosting services, passwords for ftp access and ensure a copy is filed with the BTCA Secretary
- Submit semi-annual committee reports to the Vice President

Web Site Committee

Outline of Responsibilities;

- Maintain and update both Border Terrier Club of America Web Sites (public and members only) in accordance with BTCA Web Site Protocols and Standards
- Provide input to semi-annual committee report to the Vice President

Board Business Pages

1. The purpose of the Board Business Section of the Border Terrier Club of America Web Site is to facilitate communication with the BTCA membership. Such communication will include issues that are under consideration by the Board and the results of Board Polls and Consensus Actions.
2. The page will be updated as necessary.
3. The Board Business Page will be part of the BTCA Members Only Web Site. Pending completion of Members Only Web Site, Board Business as detailed below may be displayed on the Public Web Site to the extent that the Officers and Board deem appropriate.

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4. This page will be maintained by a Web Site Committee Member and only Board Approved information may be uploaded. In the event that there is no Board member on the web site committee who can manage the updates, the information for the Board Biz page will be supplied to the Web Site Committee. In either case, information to be uploaded must be approved by the President reflecting the neutrality of his/her position.
5. The following information will be uploaded in a timely manner:
NOTE: The format for the Board Biz Index page, motions, consensus actions and minority/majority opinions has been established. Any change in format is the responsibility of the Web Site committee but requires Board approval.
 - Poll results together with a summary of the reasons for or discussion leading up to the poll, the motion, who made the motion, who seconded the motion and the voting breakdown by individual, including "not voting".
Supporting and dissenting opinions will be summarized in the event of a split decision.

NOTE: Secret Ballots, as allowed under the Constitution and Bylaws, will not be reported in detail with regards to the voting breakdown by individuals.
 - Nominations for vacant Board positions and election results.
 - Minutes of the Annual Board Meeting
 - Minutes of the Annual General Meeting
6. The Board Business Web Page will be used to provide an overview of Topics under discussion by the Board. This may be as simple as the topic heading or may include a brief description. The information must be approved by the President reflecting the neutrality of his/her position and supplied to the Web Site committee member responsible for the Board Business page updates.
7. In addition, the Board Business page may be used to solicit input from the membership when appropriate. A consensus of the Board members is required prior to uploading items seeking membership input. Whoever is designated to receive the input will be responsible for documenting the input and forwarding it to the Board for discussion and possible action. Feedback will be compiled and provided to the membership via email or the Board Business Page as appropriate.
8. E-mails generated from the automated "send an email" functionality on the Board Business page that are directed to the entire Board will be responded to by the Secretary with the consensus of the Board and a copy uploaded to the BTCA Board List for archive purposes.
9. E-mails generated from the web page that are directed to individual Board members should be responded to in a timely manner by the Board member and a copy uploaded to the BTCA Board List for archive purposes.
10. The Borderline will remain the official means of communication with the membership and information that is published on the web page will be included in the Borderline at the first possible opportunity.

Information that has been published in the Borderline will be identified on the Board Business index page with an annotation indicating the issue of the Borderline in which it was published.