

**Border Terrier Club of America  
Policies and Procedures Manual**

**BTCA Standing Committees – Semi-Annual Reports**

1. In accordance with the BTCA Constitution & By-Laws:

“The Board may each year appoint standing committees to advance the work of the Club in such matters as dog shows, trophies, annual prizes, membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.”

2. Such Committees will be requested to report to the Board in accordance with this procedure

3. Semi-Annual Reports – Timing and Submission

- A. The Vice President will contact the Chairperson of each Standing Committee to request a written report twice per year. Guidelines per Paragraph 4 should be included in the request sent by the Vice President.
- B. Reports are due for the periods of Jan 1 to June 30 and July 1 to Dec. 31. Adjustments may be made for up to date reports as required for Board meetings associated with the specialty.
- C. These reports will be submitted to the Vice President either in hard copy or via email
- D. It is the responsibility of the Vice President to track the receipt of the reports, submit them to the Recording Secretary, make them available to the Board when required (for the Annual Board Meeting, etc), submit them to the Editor of the Borderline for publication in the next issue, and upload them to the Files Section of the Board List.

4. Semi-Annual Reports – Contents

The reports should be headed with the chairman and a list of all committee members and should contain any activities the Committee has worked on during the year. Anything that can be quantified should be, and any monetary impact on the BTCA should be noted. If the committee has been inactive, the report should so state.

5. Presentations at the Annual Board Meeting or Annual General Meeting

- A. Prior to the Annual Board Meeting and the Annual General meeting, the Vice President will contact Chairperson of each Standing Committee and invite them to present any issues/questions and/or concerns at the Annual Board Meeting and/or the Annual General meeting.
- B. If this invitation is accepted, the Vice President shall ensure that they are added to the agenda for the appropriate meeting.