

BORDER COLLIE CLUB OF VICTORIA INC

CLUB JOB DESCRIPTIONS - 2025

All persons holding an Office of the Club shall uphold the Constitution and shall represent the best interests of members at all times.

The Officers of the Club and broad descriptions of their duties and responsibilities are as follows:

President

To:

- a) Uphold the constitution of the Club.
- b) Act as Chairperson at all meetings of the Club and its Committee.
- c) Work at continually improving the Club's policies, activities and administration.
- d) Ensure the correct functioning of all sub-committees.
- e) Represent the Club to the outside world.
- f) Act, subject to any expressed or implied instructions, on behalf of the Club between meetings.
- g) Perform the customary courtesies at Club events.

Vice President

To:

- a) Deputise for the President in all aspects when he/she is unavailable.
- b) Undertake any specific activities authorised by the Committee.
- c) Assist the President in (d) above with the activities of all sub-committees.

Secretary

To:

- a) Exercise and perform all the usual secretarial functions or delegate as appropriate.
- b) Keep and maintain the roll of members.
- c) Keep and maintain minutes of all Committee and General Meetings.
- d) Keep and maintain all records of the Club and awards made at all exhibitions and shows conducted by the Club.
- e) Forward to Dogs Victoria within one month of the AGM an audited statement of receipts and expenditure along with the balance sheet of the Club.
- f) Attend to any other matters not covered by Committee.

Treasurer

To:

- a) Receive all monies paid to the Club and cause same to be paid into the bank account of the Club within 14 days of receipt.
- b) Keep all necessary books of account and financial statements as shall be required by the Auditors, Dogs Victoria and the Articles of Incorporation Act.
- c) Prepare the annual accounts and accompanying reports.
- d) Submit financial statements to all constituted meetings of the Committee and the Club.
- e) Produce in General Meetings the cash books and bank books when requested.
- f) Keep vouchers for payments authorised by the Club and Committee.
- g) Keep a true and correct inventory of all property of the Club.

Committee Member

To:

- a) Attend and assist in the organisation and conduct of Club events.
- b) Attend all Committee meetings and to provide input on Club policies, activities and administration.

Membership Officer (must be a Committee Member)

To:

- a) Receive and process all membership renewals and new applications.
- b) Enter promptly such information on a database and maintain a current database of email and Facebook addresses of all members.
- c) Create a list of Facebook addresses of members to enable the conduct of a private Members Facebook page.
- d) Present new applications at each committee meeting for approval.
- e) Provide a report at the end of March, June, September and December for Secretary to be able to submit Non Member Levy returns to Dogs Victoria, plus a current list of members to the Secretary.

Currently the Club has a number of positions which may be filled by eligible members whether they be on Committee or not. These positions and a broad description of their duties follow. All persons holding positions within the Club are expected to keep adequate records of their operations, including records of financial transactions and paperwork. They are expected to furnish written reports regularly as determined by Committee, both to meetings and for inclusion in BackChat if appropriate. Any person having Club property in their possession shall furnish the Treasurer a stock take report on 30 June each year.

BackChat Editor

To:

- a) undertake the role of editor for the Club's newsletter, BackChat. This entails ensuring that the newsletter is produced and distributed to all eligible members according to the schedule as determined by Committee.
- b) Prepare newsletter content and producing the newsletter in a style and at a cost as determined by the Committee.
- c) Work with the Committee to ensure that the newsletter or its associated distribution system is used to advise the membership of all events as detailed in the Articles of Association.
- d) Advise the Committee of any material that does not promote the breed or Club and seek assistance and guidance prior to printing such material.
- e) Ensure a hard and soft copy of each newsletter is forwarded to the Archivist for club records.

Show Secretary/Obedience Secretary/Agility Secretary/Herding Secretary/Scent Work Secretary

To:

- a) Manage the overall running of the Club's shows and trials within pre prepared budget/s.
- b) Ensure timely contracting of judges and engagement of DOGS Victoria Representatives.
- c) Coordinate the attendance, accommodation and travel arrangements of judges.
- d) Organise stewards as required.
- e) Organise a photographer, if required.
- f) Ensure all necessary publicity is undertaken in social media and the Club's newsletter.
- g) Receive all entries, confirming correct entry of dogs entered.
- h) Manage the running of the event on the day.
- i) Submit all relevant documentation to the Club Secretary on completion.
- j) Prepare budgets.
- k) Hold any stock of sashes/ribbons, maintaining regular stocktakes.
- l) Supply a copy of approved schedule to Club Secretary.

National Border Collie Council

Two or three members required to represent the Club and its members on the National Border Collie Council by reporting to and consulting with Committee and Members as required.

Archivist

To:

- a) Establish, maintain and store in an appropriate manner all records of the Club that are required to be kept for legal and historical reasons, and to care for any materials donated to the Club regarding the breed.
- b) Make available and display such archival records for members to inspect as required.
- c) Establish and maintain an inventory of all items in the archives and to ensure that all items taken from the archives are returned in good condition.

Activities Sub-Committee

Several members to operate as a sub-committee in the organisation and delivery of social events and activities

To:

- a) Manage the overall running of the Club's social events within an agreed budget.
- b) Liaise with Dogs Victoria and external people/organisations as required.
- c) Create a calendar including a variety of social events accessible to the majority of members and to engage members with the Club.
- d) Ensure all necessary publicity is undertaken in social media and the Club's newsletter.
- e) Receive enquiries regarding social events.
- f) Manage the running of the event on the day.
- g) Prepare budgets.
- h) Hold any stock of merchandise, information flyers, promotional material, etc.
- i) Source, order and distribute merchandise for sale to Club members and the public.
- j) Promote membership of the Club.

Webmaster

To:

- a) Establish, update and maintain the Club website as per direction from the committee.
- b) Maintain accessibility of Club specific email addresses.
- c) Provide recommendations and consultation to committee regarding website upgrades and information pertinent to maintaining a relevant online presence to promote the Club.

Title Notifications

To:

- a) Call for requests from members for official recognition by the Club of titles achieved in the previous calendar year each January.
- b) Source and order appropriate trophy/medal as per member requests submitted via official notification form.
- c) Distribute title awards.