

BORDER COLLIE CLUB OF VICTORIA INC

DUTY AND RESPONSIBILITY STATEMENTS 2020

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

- a) To uphold the constitution of the Club.
- b) To act as Chairperson at all meetings of the Club and its Committee.
- c) To work at continually improving the Club's policies, activities and administration.
- d) To ensure the correct functioning of all sub-committees.
- e) To represent the Club to the outside world.
- f) To act subject to any expressed or implied instructions, on behalf of the Club between meetings.
- g) To perform the customary courtesies at Club events.

Vice President

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

Secretary

- a) To exercise and perform all the usual secretarial functions or delegate as appropriate.
- b) In particular shall keep and maintain the roll of members.
- c) To keep and maintain minutes of all committee and general meetings.
- d) To keep and maintain all records of the club and awards made at all exhibitions and shows conducted by the club.
- e) To 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) To attend to any other matters not covered by Committee.

Treasurer

- a) To 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) To 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) To prepare the annual accounts and accompanying reports.
- d) To submit financial statements to all constituted meetings of the Committee and the Club.
- e) To produce in general meetings the cash books and bank books when requested.
- f) To 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

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

Currently the Club has a number of positions which may be filled by eligible members whether they be elected to Committee or not.

These positions and a broad description of their duties and responsibilities 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.

Editor

- a) To 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 members.
- b) Preparing newsletter content and producing the newsletter in a style and at a cost as determined by the members.
- c) Working 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) To 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) To ensure a hard and soft copy of each newsletter is forwarded to the Secretary for club records.

Show Secretary/Obedience Trial Secretary/Agility Trial Secretary/Herding Trial Secretary

- a) To manage the overall running of the Club's shows and trials within budget/s.
- b) Ensure 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) To 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) To manage the running of the event on the day.
- i) To submit all relevant documentation to the Club Secretary on completion
- j) To prepare budgets
- k) To hold any stock of sashes/ribbons, maintaining regular stocktakes

Property Officer

- a) To ensure that all equipment owned by the Club is housed and maintained
- b) To maintain an inventory of such equipment for the Treasurer on 30 June each year.

National Border Collie Council

Two members required to represent the Club and its members on the National Border Collie Council by reporting to and consulting with members regularly.

Archivist

- a) To 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) To make available and display such archival records for members to inspect as required.
- c) To 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.

Hereditary Diseases/Disorders Advisory Panel

A group of people, approved by the members, who collect information about problems reported to occur in the breed and advise Club of issues of which members should be aware.