***BCC OF NSW Inc COMMITTEE POSITION***

***NOMINATION FORM***

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being a financial member of the Border Collie Club of NSW Inc, do hereby nominate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed (nominator’s signature)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I accept this nomination and confirm that I am a financial member of the Border Collie Club of NSW Inc

**Signed (nominee’s signature)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please forward the nomination form to: The Secretary

 Border Collie Club of NSW Inc
 Yandarra Cottage,

 86 Harris Street,

 RAGLAN NSW 2795

**Nominations must reach the Secretary no later than 5.00pm 4th July 2021**

***Nominations are invited for the following positions:*** President, Vice President, Secretary, Asst Secretary, Treasurer, Publicity Officer, Trophy Steward, Show Manager/Trial Manager, General Committee.

Please see position descriptions on back of form.

**President** – Chair meetings, open and close shows/trials and act as master of ceremonies; represents the club at functions when requested to do so by the committee; take over duties or accepts responsibility of transferring those duties to another member.

**Vice President** – Stand in for the President in the event of his/her absence.
**Secretary** – attend to all club’s correspondence; carry out duties in accordance with the

requirements of the Dogs NSW, and club’s constitution and handle general club inquiries.

**Treasurer** – Carry out duties in accordance with the club’s constitution, including handle all of the funds of the club and ensuring that all accounts are paid.

**Assistant Secretary** – Record minutes of all club and committee meetings; supply copy of minutes to President, Secretary, and Treasurer, stand in for the secretary in his/her absence.

**Publicity Officer** – Collate, print (or arrange for printing to be done) and send out Newsletter as requires; prepare any other printing as requested by the club. Maintain the Club’s website.

**Show Manager/Trial Manager** – Contract judges & organise stewards; submit schedules and advertising to the Dogs NSW at least 6 months prior to show/trial; if required, arrange accommodation and transport for the judges; receive and catalogue entries; send out entry cards before show/trial; obtain and complete all documentation as required by affiliates constitutions and send to Dogs NSW; provide Publicity Officer with marked catalogue after show/trial; organise any critique arrangements as requested by the club. Ensure that all ring and required equipment is organised for the show/trial, and arrange for photographer and/or video cameraman.

**3 Trial Managers (1 Obedience, 1 Agility & 1 Herding)**

Purchase trophies for the trials; endeavour to secure sponsorship and arranges for vetting officer for the trial. Provide results/marked catalogue to Show/Trial Manager and Publicity Officer, and ensure photos are taken for the main winners.

**Trophy Steward** – Purchase trophies for show and order sashes for show/trials; endeavour to secure sponsorship for the show.

**General Committee** - Be an active member of the committee, lending a hand wherever required and taking on incidental positions as they arise.