

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) _____



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.