

Office of the President

The president shall perform the duties as described in the by-laws.

The president shall be familiar with the by-laws and refer to them whenever a question arises about authorization and proper procedure. It is recommended that the chair be familiar with Roberts Rules of Orders and conduct orderly meetings. In reality, there are very few members of special interest clubs who are experts in these matters and it is most important to conduct meetings fairly, allowing everyone the opportunity to speak. Even some experts have written that strict adherence to formal Rules of Order can be more time consuming for small organizations. Nonetheless, the president shall follow the order of business as set forth in the by-laws.

The president is responsible for leading. In order to be effective, one must diligently try to identify problems and goals. To this end, the president may create ad hoc committees to deal with a specific issue or standing committees who remain in place to manage ongoing issues. The president shall be an ex officio member of each committee.

The chair must always try to remain calm, respectful, and supportive.

Above all, the president is the steward of the club and responsible for its well-being

Tasks:

- Oversees and manages all aspects of the club
- Appoints committee chairs and provides assistance and training as needed.
- Assists treasurer and bookkeeper as needed. Reviews finances regularly.
- Develop policies and procedures as needed.
- Supervises building operations and improvements.
- Short and long term planning for financial health, property management, and educational/training programs
- Maintains communication with AKC
- Assures compliance with AKC Rules & Regulations for all events
- Participates in all social events
- Participates in all work schedules
- Prepares agendas and chairs board and membership meetings
- Available to committee chairs and members 24/7

Valuable background skills:

- Accounting skills
- Computer skills, esp Quickbooks, plus design, and productivity applications
- Good language and composition skills
- Experience with development of policies and procedures
- Understands Risk Management
- Good organizational skills
- Management and supervisory skills
 - Able to direct others and delegate tasks
 - Empowerment
 - Provides criteria for success
 - Objective assessments

Time commitment:

Rarely less than ten (10) hours per week and often more than twenty (20) hours per week.

Tips to being a successful leader:

Encourage respectful debate and participation

Be a good role model

Delegate and empower liberally

Never ask anyone else to do what you are unwilling to do yourself.

Leadership means responsibility, not privilege.

“Avoid having your ego so close to your position that when your position falls, your ego goes with it.”

— [Colin Powell](#)

Office of the Vice President:

The Vice President shall have the powers and exercise the duties of the President in case of the President's death, absence or incapacity.

The Vice President shall provide assistance to the President when requested and be available to chair or serve various committees as needed.

Average monthly time commitment is 2-4 hours

Office of the Recording Secretary:

The Recording Secretary shall keep a record of all matters for which a record shall be ordered by the Club. He or she shall keep a roster of the members of the club with their addresses, and carry out such other duties as re prescribed by the Board of Directors. Among those duties are assuring that an attendance sheet is available at all membership meetings and to certify attendance in accordance with Article V, Section 2, paragraph a of the By-Laws. The Recording Secretary may prepare ballots for all elections or motions that require a secret ballot.

Average monthly time commitment: 2-4 hours

Office of the Treasurer:

The Treasurer shall perform all duties as prescribed in the By-laws, and specifically the following tasks:

- Maintain clubs finances using Quickbooks requiring monthly balancing of statements and make entries for written checks. **AVG 5 hrs/mo**
- Pay club expenses approved by the board as well as routine bills e.g. utilities and others (taxes, snowplowing, required repairs) **AVG 2 hrs/mo**
- Perform banking duties, making deposits, preparing deposit sheets, collect money from runthrus **AVG 2 hrs/mo**
- Prepare monthly treasurer's report for membership each month **AVG ½ hr/mo**
- Be present for at least part of 2 eye clinics, 4 agility trials and January breed and obedience show to pay expenses for veterinarians, judges, food and refunds etc. **ABOUT 12 FULL Days/year**
- Send out membership notices of dues by 8/1 **3 hrs/yr**
- Maintain and update membership list (Quickbooks) and accept new applications and handle new dues **6 hrs/yr**
- Audit of books every year in October **4 hrs/yr**
- Meet with club CPA 2 or 3 times/yr for tax preparation and filing of W 9 forms for those we paid over \$600. **6 hrs/yr**
- Monthly board and membership meeting **3 hrs/mo**

A treasurer spends approximately 11 hours per month on duties related to routine tasks above. Add in another 12 days (96 hours or 8 hours per month) for attendance at trials and eye clinics etc.

Average 18 to 20 hrs/month

Office of the Corresponding Secretary:

The Corresponding Secretary shall have charge of the correspondence, notify members of meetings, notify new members of their election to or rejection of membership, notify officers and directors of their election to office and carry out such other duties as prescribed by these By-Laws.

Average monthly time commitment is 2-4 hours

Director Seats:

Directors are expected to contribute to all business that may come before the board and to work on special projects as needed. They are obligated to attend club social events and planned work sessions. Help set up and clean up after each meeting.

The minimal time commitment is 2-4 hours per month.

In addition, all board members (officers and directors) perform a wide variety of other tasks when there are no other volunteers. These tasks include, but are not limited to, the following:

Be present when contractors on scene. This can be from simple to complicated and must be ready to act as representative of the club.

1 hr mo

Help maintain property and building by mowing, trimming, providing gas for mowers, store equipment. Repairs as needed when possible. Clean building. Maintain good parking lot appearance. Change water filters.

10 hrs mo

Set up for meetings. Clean up after meetings.

½ hr mo

Pick up mail at P O Box 2 times week

4 hrs mo