

DCAA Roles & Responsibilities  
Rev. 10/4/17

Board of Directors

President

Responsibilities

- Set the tone and direction of the club
- Schedule and preside over board meetings and general membership meetings
- Serve as the primary representative of the club at trials and public functions
- Executive decision making on urgent club matters
- Plan Awards Dinner (incl. preparation of catalog and ordering of awards), Holiday Party, and other club events and functions (jointly with VP)
- Purchase and present judges' gifts (jointly with VP)

Benefits

- Free entries for 1<sup>st</sup> dog
- Additional dogs half-price

Vice President

Responsibilities

- Assist the President in club matters
- Assume the role of President in the President's absence or in case of vacancy
- Plan club events and functions (jointly with President)
- Purchase and present judges' gifts (jointly with President)

Benefits

- Half-price entries

Secretary

Responsibilities

- Take minutes at board meetings and general membership meetings. Prepare minutes for Newsletter Editor within one week of meeting.
- Notify club members of meetings, events, elections, etc.
- Club correspondence
- Maintain list of active members and membership directory
- Collect dues. Deliver payment to Treasurer
- Receive and present to the club applications for membership, nominations, etc.

Benefits

- Half-price entries

## Board of Directors (cont'd)

### Treasurer

#### Responsibilities

- Maintain club finances and report on current state at general membership meetings
- Prepare checks for trial and club expenses
- Complete annual Ky State business registration
- Collect tax information (W-9) from trial secretaries and judges. Prepare and mail tax statements (1099-MISC) at year-end.
- Prepare and deliver tax documents to accountant. Pick up and mail returns.

#### Benefits

- Half-price entries

### Board Members

#### Responsibilities

- Attend board meetings
- Serve as the voice of the general membership in decision making
- Act in the best interests of the club

#### Benefits

- One free class per trial

## General Club Roles

### Newsletter Editor

#### Responsibilities

- Prepare newsletter, including condensed minutes, and email to general membership within two weeks of meeting
- Prepare board newsletter, including full minutes, and email to board within two weeks of meeting
- Solicit for articles, advertisements, and other newsletter content

#### Benefits

- One free class per trial

### Webmaster

#### Responsibilities

- Maintain website up-to-date including officers/contact info, calendar, etc.
- Post premiums, newsletters, and other documents as needed

#### Benefits

- One appreciation ticket per quarter

## General Club Roles (cont'd)

### Fellowship Coordinator

#### Responsibilities

- Serve as primary contact for greeting requests
- Send cards on behalf of the club as appropriate for sympathy, get-well wishes, congratulations, etc.
- Ensure they have the latest copy of the membership directory (from Secretary)
- Contact President/Vice President for guidance on ordering remembrance gifts/donations for major losses

#### Benefits

- One appreciation ticket per quarter

## Trial Roles

### Trial Chair

#### Responsibilities

- Schedule and administer contracts for judges and trial secretaries
- Determine classes to be offered at each trial
- Complete AKC trial and match applications
- Make arrangements for judges' hotel, rental car, etc. Give food requests to Hospitality Coordinator
- Schedule and serve as primary contact for venue, parking, and movers

#### Benefits

- Free entries for 1st dog
- Additional entries half-price

### Chief Course Builder - 1 per ring

#### Responsibilities

- Review courses and note changes
- Ensure courses are built accurately and in a timely manner
- Delegate equipment responsibility/portions of the course as needed
- Note and report any equipment repairs needed before, during, and after the trial to the Trial Chair

#### Benefits

- Free entries for 1st dog
- Additional entries half-price

## Trial Roles (cont'd)

### Worker Coordinator - 1-3 per trial, min. 1 per ring

#### Responsibilities

- Schedule workers to fill each role necessary for all classes and matches
- Maintain schedule throughout trial
- Coordinate with volunteer organization(s) as necessary to help fill Ring Crew spots
- Post worker schedule at trial
- Ensure assigned workers are in position prior to start of each class
- Hand out vouchers, worker raffle tickets, etc. to each worker
- Purchase worker raffle items and hold drawings as needed

#### Benefits

- Free entries for 1st dog
- Additional dogs half-price

### Ribbon Director

#### Responsibilities

- Organize ribbon storage at the shed. Ensure ribbons are protected and maintained neat and clean
- Set up and maintain ribbon drawers throughout trial
- Set up results binder at ribbon table
- Inventory ribbons at end of trial and order to replenish as needed

#### Benefits

- One free class per trial

### Mover Coordinator

#### Responsibilities

- Meet movers at storage unit before trial. Direct which equipment is to be brought to the trial and which remains in storage
- Meet movers at storage unit after trial. Direct unloading of equipment and storage in correct location

#### Benefits

- One free class per trial

### Equipment Director - 1 per ring

#### Responsibilities

- Oversee unloading of equipment at trial site
- Ensure equipment is moved to correct ring
- At end of trial, ensure equipment is correctly organized and loaded
- Report missing or damaged equipment to trial chair immediately

#### Benefits

- One appreciation ticket per setup and/or teardown

## Trial Roles (cont'd)

### Hospitality Coordinator

#### Responsibilities

- Purchase, fill, and maintain worker's cooler with ice and water
- Purchase judges' snacks/drinks (requests forwarded by Trial Chair) and maintain judges' coolers
- Check in with judges' periodically for additional requests, lunch orders, etc.
- Coordinate with members for worker hospitality

#### Benefits

- One appreciation ticket plus three worker vouchers per day

### Grounds Keeper (aka "Poop Patrol") – 1 per ring

#### Responsibilities

- Set up and maintain poop bucket and plastic bag dispensers in designated area(s)
- Post potty/no potty signs
- Empty buckets, replace bags, and clean up throughout day
- Inventory trash bags and pickup bags, replenish as needed
- Collect buckets, bags, and signs at end of trial for loading onto moving van

#### Benefits

- One appreciation ticket per day

### Vendor Coordinator

#### Responsibilities

- Solicit prospective vendors
- Collect vendor applications, fees, and raffle donations
- Provide vendors information for setup

#### Benefits

- Up to 2 vendors: One appreciation ticket per trial
- 3+ vendors: One free class per trial

### Raffle Coordinator

#### Responsibilities

- Collect and store raffle items
- Organize raffle baskets
- Run and/or oversee selling of tickets at trial
- Coordinate with charity organization as needed

#### Benefits

- One free class per trial (trials with raffle only)

## Trial Roles (cont'd)

### Match Coordinator

#### Responsibilities

- Promote match at trial
- Collect match entries and fees at the trial. Collect signed waivers as needed
- Organize match run order

#### Benefits

- Trial with one match: Free unlimited match entries (at same trial)
- Trial with 2+ matches: One free class per trial (at same trial) plus free match entries

### Veterans Coordinator

#### Responsibilities

- Collect entries and fees prior to trial
- Coordinate with Ribbon Coordinator to ensure special ribbons are ordered
- Organize veterans class run order
- Designate and coordinate with associated charity
- MC the event at the trial (or delegate)

#### Benefits

- One free veterans entry OR one free regular class (at same trial)

## Benefit Restrictions

- Free entries are for personal dogs only. May not be used for dogs primarily owned by others.
- Free classes will count toward the full-price classes (i.e. first entry of each trial day).
- Members who take on more than one role will receive the higher of the two benefits and receive appreciation tickets for their additional role(s).
- Those in roles getting half-price entries or more are not allowed to use vouchers with their discount. They may still participate in the worker raffle and may collect vouchers for future trials if, for example, they are only taking on the job for one trial or will not be in the role the next year.
- Roles that only receive appreciation tickets or one free class per trial may collect and use vouchers as they please.