

## **Standing Committees**

### **Approved**

#### **Awards and Recognition**

Certificates of Appreciation will be awarded bi-annually (April & October) to club members who have provided a significant service to the club by their participation and work at club activities. An annual plaque will be presented at the conclusion of each club year to the outstanding club member who has contributed the most to the mission of the club. The award will be determined by the President with the concurrence of the Awards Committee. Plaques will be awarded in April to all dogs earning AKC titles during the previous calendar year whose owners have actively participated in two club events the previous year. The owner must provide copies of the AKC certificate indicating the date and title awarded before March 15th.

#### **Breeder Referral**

Offer assistance in locating breeders while not endorsing or recommending specific breeders.

#### **By-Laws**

Work on any necessary updates/revisions/edits to our current by-laws for presentation to the BOD.

#### **Disaster Planning**

Establish and maintain a plan of action for the club and community in the event of a disaster in our immediate vicinity (hurricane, tornado, fire, etc). Keep available up-to-date information concerning preparation, first aid and available resources.

#### **Donation Review**

All requests for donations are by written request to the committee which will then research the merits and make a timely recommendation to the BOD. Donations exceeding \$500 will be taken to the General Membership for voting.

#### **Education/Program**

Arrange educational programs for monthly meetings, as well as any community educational programs. Advise the BOD and the Newsletter Editor of upcoming programs in time for information to be placed in the newsletter. Follow up with guest speakers to insure they have directions to meeting location and check on any presentation needs. A donation of \$175 will be provided to the University of Florida School of Veterinary Medicine when we have one of their faculty as a guest speaker. The donation should go to the faculty member's home department. A gift not to exceed \$25 will be provided to all other guest speakers.

#### **Event Committee**

The Show Chair will run the event committee meetings; will involve the event committee on most decisions when possible; will make independent decisions as needed before and during the event; and will report to the BOD monthly as well as the Event Committee. Make AKC application, coordinate, oversee and insure the productivity of all event activities. The Secretary of the Event Committee Meetings will record minutes and disburse to the Event Committee.

#### **Florida Association of Kennel Club Delegate –**

Attend FAKC meeting and workshops and present any written communication from FAKC throughout the year to members. Delegate will be reimbursed at the state approved rate for mileage plus any toll fees for attending.

#### **Hospitality**

Arrange for refreshments at general meetings, send cards to club members who are ill, hospital-confined, or experience a death in their immediate family.

#### **Historian**

Maintain historical records of the club.

#### **Information Technology (website)**

Maintain our website with current information. Recommend to the BOD any needed changes in the technology and methodology for the website.

#### **Junior Showmanship**

Promote junior showmanship, support the training and boost the morale of juniors in our community.

#### **Legislative Liaison**

Stay abreast of legislative proposals at the local and state levels. Advise the BOD and membership when additional action is needed.

#### **Match**

Match Secretary shall organize and coordinate the yearly match. Submit application to AKC, select judges, order ribbons/rosettes and establish subcommittees as needed to insure a successful, well attended match.

#### **Membership**

Maintain a supply of Membership Applications for potential new members. Read new membership applications at meetings, communicate with potential new members. Follow-up with members who do not renew their membership.

#### **Newsletter**

Editor of the monthly newsletter. Content should be of interest to the membership with an emphasis on club activities. Present the monthly newsletter to the BOD for approval prior to printing. Mail newsletter to the membership in time to reach all members 10 days before each monthly meeting as this is our official notice of meetings.

#### **Property Inventory**

Maintain an inventory of all equipment. An inventory form will be filled out for each item held by any member or stored in a facility; such form to become a part of the club's financial records. The inventory shall include item, date of acquisition, date placed in service, purchase price, fair market value, warranty, serial and model numbers with a brief description (photo if possible), and percent of business use if applicable. Committee will provide the Treasurer with an updated listing at the beginning of each quarter (April, July, October, January).

#### **Publicity**

Communicate with the news media on club events to promote the visibility of GGDFFA activities in the community through newspaper, television, and radio coverage. Any written material provided to the media shall have approval of the BOD via the BOD representative on the committee.

#### **Training**

Coordinate training classes in conformation, obedience and rally for the community.