

NSDTRC (USA) POSITION DESCRIPTION
Event Treasurer

Committee* Type: Ongoing.

Committee Size: One.

Manner of Appointment: Board Appointed.

Contact Person/Organization: NSDTRC (USA) Board liaison appointed by President.

Materials Necessary: Materials developed by NSDTRC (USA) related to Club Shows, events and Obedience Matches; AKC Show/Trial Manuals

Supplies Needed: Computer, stationery, postage

Qualifications: The Event Treasurer will:

- Have a good working knowledge of the events sponsored by the Nova Scotia Duck Tolling Retriever Club (USA) by past participation in Club and/or AKC conformation shows and obedience events as a competitor and/or organizer.
- Know what is involved in organizing and funding an event in order to be able to act as an adviser to those holding events.
- Be able to communicate well with show committees.
- Be able to handle questions and problems in a constructive, non-confrontational manner.
- Be able to communicate with the Board (through the assigned liaison), appointed officials, the membership of the Club and the public.
- Be self-motivated and have organizational skills.
- Be able to recommend to the Board (through the assigned liaison) changes or enhancements to the existing show/trial program and event treasurer responsibilities document.
- Preferably have a computer and computer skills including knowledge of word processing.

Responsibilities: The Event Treasurer will:

- Be responsible for the collection and expenditure of event funds.
- Keep separate accounting of income and expenditures for each event.
- Be an active participant in the national specialty committees
- Assist the specialty committees in budgeting for their event
- Maintain a good working relationship and communication with the club Treasurer.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

Administrative Responsibilities & Duties: The Show/Events Chairman will:

- Prepare a written accounting of each event's revenues and expenses and submit to the Treasurer as soon as all income and expenses are accounted for.
- If present at the Annual Meeting, give an oral presentation at the Board meeting. The report should include event reports for previous year, concerns and problems encountered, and any other information believed to be pertinent.
- Prepare additional written reports that may be requested throughout the year at the discretion of the Board.
- Maintain an accounting of expenses incurred in the administration of these duties. Examples of expenses are printing, postage, paper supplies, and phone calls (long distance). Requests for advances or reimbursement are to be submitted to the Treasurer. Expenses greater than \$50 and not previously approved in the budget, must be approved by the Treasurer prior to expenditure.
- Submit a financial report to the Treasurer in July of each year for inclusion in the Club's fiscal year financial report.

* **The NSDTRC (USA) Bylaws specify how standing committees are appointed and terminated.**