

## NSDTRC (USA) POSITION DESCRIPTION

### Historian

**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 the NSDTRC (USA) related to the history of the breed and the Club including all archived material on the Toller.

**Supplies Needed:** Stationery, postage, and archival supplies.

**Qualifications:** The Historian will:

- Have a good working knowledge of the Nova Scotia Duck Tolling Retriever, its history and the various forms of competition in which the Toller may participate.
- Be able to communicate with the Board through the assigned liaison.
- Be self-motivated and have organizational skills to recommend changes or enhancements to the existing historical archives for the NSDTRC (USA).

**Responsibilities:** The Historian will:

- Collect, organize and catalog information relating to the development of the Nova Scotia Duck Tolling Retriever in the United States.
- Collect premiums, catalogs and photos from all NSDTRC (USA) sponsored events.
- Collect copies of all NSDTRC (USA) publications and correspondence as it relates to breed recognition and health and behavioral issues.
- Collect copies of magazine, newspaper, and television items relating to the Toller.
- Store and catalog said information. When and if the archives are turned over to the AKC, the historian will determine which materials should be maintained by the Club and will continue to store and catalog them.
- Make records available for members to review at National Specialties.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

**Administrative Responsibilities & Duties:** The Historian will:

- Prepare an annual written report and submit to the Secretary in August of each year for presentation at the Annual In-person Meeting.
- If present at the Annual Meeting, give an oral presentation at the Board meeting and Annual Membership Meeting. The report should include activities and new programs initiated during the previous year, new programs being planned for the upcoming 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: 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 the expenditure.
- Submit a financial report to the Treasurer in July of each year for inclusion in the Club's fiscal year financial report.
- Submit a budget to the Treasurer by June 1 of each year for the next fiscal year (July 1-June 30).

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