

NSDTRC (USA) POSITION DESCRIPTION
Quackers Creative Editor

Committee* Type: Ongoing.

Committee Size: One.

Manner of Appointment: Board Appointed.

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

Materials Necessary: A computer with Internet access, and an e-mail account.

Supplies Needed: Stationery, postage.

Qualifications: The Quackers Creative Editor will:

- Have a good working knowledge of the Nova Scotia Duck Tolling Retriever and an understanding of the activities in which Club members are participating.
- Have the communication and interpersonal skills necessary to constructively interact with Club members and the dog fancy in general.
- Be able to communicate well with the Board (through the assigned liaison), the Quackers Editor, and work with other Committee Chairs, appointed officials, and Club members via telephone and electronic means to effectively address their needs in the newsletter.
- Be able to handle questions and problems in a constructive, non-confrontational manner.
- Be self-motivated and have good organizational skills in order to keep the newsletter on schedule.
- Be able to recommend to the Board (through the assigned liaison) changes or enhancements to the existing newsletter.

Responsibilities: The Quackers Creative Editor will:

- Solicit club members or other individuals to write articles that will be of interest to NSDTRC(USA) members. The goal is to have 2-4 articles in each issue.
- Submit proposals for new features to the Secretary for Board review prior to implementation.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

Administrative Responsibilities & Duties: The Quackers Creative Editor 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, provide a report at the Board meeting and Annual Membership Meeting. The report should include activities and new features initiated during the previous year, new programs/features 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: postage 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.
- 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.