

## **NSDTRC (USA) POSITION DESCRIPTION**

### **AKC Delegate**

**Position Type:** Ongoing. Appointed to a 3-year term with re-appointment at the Board's discretion.

**Manner of Appointment:** Board Appointed. The candidate delegate is recruited by a committee of Board members appointed by the President.

**Contact Person/Organization:** NSDTRC (USA) Board

**Supplies Needed:** Stationery, postage; computer and word processing software and internet access would be helpful.

**Qualifications:** The AKC Delegate will:

- Be a full member of NSDTRC (USA) and have been a full member for immediate past 5 years.
- Have attended 3 of immediate past 5 annual meetings.
- Be currently active in at least 1 AKC dog sport appropriate for Tollers plus the conformation ring.
- Be an active breeder with a record of producing at least 3 Toller litters via bitch or stud dog, in the last 5 years.
- Meet the qualifications of AKC to be approved as a delegate. (See below.)

**Responsibilities:** The AKC Delegate will:

- As provided in the Bylaws, may be an ex-officio, non-voting member of the Board if not a duly elected Officer or Director.
- Represent the NSDTRC (USA) by attending at least 3 of the quarterly AKC Delegate meetings held annually.
- Keep the Board informed of agenda items coming before the Delegate body.
- Seek Board input and direction on how the Club wishes its vote to be cast in any actionable items coming before the Delegate body.
- Provide timely written reports to the Board on the Delegate meeting proceedings.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

**Administrative Responsibilities & Duties:** The AKC Delegate 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.
- 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.

- 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).

***AKC Delegate Qualifications and Appointment (From AKC Charter and By-laws)***

Article VI: Delegates

**Section 1.** The voting powers of each member organization or Association can and shall be exercised only by a Delegate selected by said club to represent it for that purpose.

**Section 2.** Any member organization which desires to be represented by a Delegate must apply in writing to the AKC on a credential form, the terms of which shall be approved by the Board of Directors and which shall be supplied by the Executive Secretary of the AKC. Each such application must be signed by the President, Vice President or Executive Secretary of the member organization making the application, and must contain all the information requested therein.

**Section 3.** The name and address of each candidate for the position of Delegate, and the fact that application has been made for his or her appointment, shall be published in the first issue of the AKC Gazette which shall be published after receipt by the Executive Secretary of the AKC of the Delegate's credentials; and again in the next succeeding issue of the AKC Gazette. The Delegate's credentials then shall be referred to the Board of Directors for its approval or disapproval.

**Section 4.** Any person or organization desiring to object to the appointment of any person named to be a Delegate may do so by sending a letter to the Board of Directors stating the reasons for such objection.

**Section 5.** Any person in good standing with the AKC who is a resident citizen of the United States, its territories or possessions, or has permanent resident alien status as defined by the Immigration and Naturalization Act, shall be eligible to become or remain a Delegate, providing this person meets the criteria for occupational eligibility given herein. No person is eligible to become or remain a Delegate if he or she

(a) is a professional handler or trainer of dogs, professional judge of purebred dog events, a professional judge defined as one who charges a fee in excess of actual expenses,

(b) is engaged in trade or traffic in dogs, which includes commercial breeders or brokers of dogs for resale,

(c) is employed full time in the manufacture or sale of dog food or dog supplies,

(d) is a publisher or other person who promotes show dogs/kennels through solicitation or acceptance of advertisements in commercial dog publications, dog show superintendents or his or her employees.

**Section 6.** All candidates for the position of Delegate, approved by the Board of Directors, shall be notified in writing within five days of their approval. Approved candidates shall be considered seated as of the date of receipt of written notification.

The Board shall act upon all applications within sixty days of the last date of publication. Failure of the Board of Directors to approve or deny said credentials within that period shall be resumed to be a denial and said credentials shall then go to the Delegates for a vote at the next quarterly meeting unless the club withdraws the candidate before that meeting.

**Section 7.** Candidates disapproved by the Board of Directors shall be notified in writing of said disapproval. The candidate's sponsoring Club may, within thirty days of notice of disapproval, appeal the disapproval in writing to the Executive Secretary of the AKC, stating the reasons why the candidate is eligible under **Section 5** of this Article. Such appeal shall be presented to the Delegates at their next regular meeting. An affirmative vote of two-thirds of the Delegates present and voting that the candidate is eligible (under **Section 5** of this Article) shall be required to seat a disapproved candidate.

**Section 8.** An incumbent Delegate may, at the discretion of the club which he or she represents, continue to represent his or her club until a new Delegate is seated.

**Section 9.** No candidate for the position of Delegate who has been disapproved by the Board of Directors, or who fails election on appeal, may again be a Delegate candidate until one year from the date of such disapproval or failed appeal.

**Section 10.** No Delegate shall represent more than one member club.

**Section 11.** The Delegates may elect standing committees with such goals and charges as shall be established in a standing rule on committees adopted by the Delegates. The size and election procedures for these committees shall be established in this same standing rule.