

NSDTRC (USA) POSITION DESCRIPTION
Membership Chairman

Committee* Type: Ongoing.

Committee Size: One.

Manner of Appointment: Board Appointed.

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

Materials Necessary: Membership forms, materials developed by the NSDTRC (USA) related to membership for inclusion in membership welcome packets.

Supplies Needed: Stationery, postage.

Qualifications: The Membership Chairman will:

- Have a good working knowledge of the Nova Scotia Duck Tolling Retriever, its history and the various forms of competition and registries in which the Toller may participate.
- Be able to communicate well with the Board (through the assigned liaison), appointed officials, the membership of the Club and the public.
- Be able to handle questions and problems in a constructive, non-confrontational manner.
- Be self-motivated and have good organizational skills.
- Be able to recommend to the Board (through the assigned liaison) changes or enhancements to existing programs which effect membership.
- Have the ability to promote membership in the Club to non-members who make contact.
- Have access to a computer and computer skills including word processing, spreadsheet application, and database applications.

Responsibilities: The Membership Chairman will:

- Maintain the Club membership roll.
- Prepare the Club roster on an annual basis.
- Upon request from non-members, provide forms and documents needed for a person to apply for Club membership.
- Upon receipt of completed applications, proof the applications, forward a list of applicants to the Secretary, forward checks and a check register to the Treasurer.
- Upon receiving confirmation from the Secretary that applicants have been accepted for membership, notify the new members and send them a welcome packet.
- Receive and process annual membership renewal forms and sends checks and a check register to the Treasurer.
- Prior to the renewal deadline, will provide Regional Directors with a list of members who have not renewed.
- Provide reports to the Board on numbers of members and demographics as requested.
- Provide membership mailing labels and membership lists to Club officers, Board members, and other appropriate members, including Show Secretaries, as requested.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

Administrative Responsibilities & Duties: The Membership Chairman 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 numbers of current members, numbers of new members, numbers of members not renewing, 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 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.**