

NSDTRC (USA) POSITION DESCRIPTION
Rescue Coordinator

Committee* Type: Ongoing.

Committee Size: One.

Manner of Appointment: Board Appointed.

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

Materials Necessary: Adoption Applications, Adoption Agreements, Relinquishment Agreements.

Supplies Needed: Stationery, postage, copies of above forms.

Qualifications: The Rescue Coordinator will:

- Have a good working knowledge of the Nova Scotia Duck Tolling Retriever.
- Be familiar with the rules and regulations for the Rescue Program of the Nova Scotia Duck Tolling Retriever Club (USA).
- Be able to deal with breeders appropriately when dogs in need of placement may be out of their kennels.
- Be able to communicate well with perspective foster and adoptive placements, those relinquishing dogs, and shelters and to handle questions and problems in a constructive, non-confrontational manner.
- 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 Rescue Program.
- Be able to maintain (or oversee maintenance of) the Rescue Program webpage. A computer and computer skills including a knowledge of word processing and basic web design would be helpful.

Responsibilities: The Rescue Coordinator will:

- Identify, take into immediate care, or ensure proper care for purebred Nova Scotia Duck Tolling Retrievers who have been lost, abandoned, surrendered or otherwise disowned.
- Coordinate the activities of the Regional Rescue volunteers to accomplish the above.
- Coordinate training, rehabilitation, or other treatment for rescued Nova Scotia Duck Tolling Retrievers in order to bring them into adoptable condition, as necessary or appropriate.
- Find suitable adoptive homes for the above mentioned dogs.
- Provide all possible non-monetary assistance to an adoptive home to ensure the permanent welfare of the adopted Nova Scotia Duck Tolling Retriever.
- Educate the public regarding the purpose and scope of Rescue Program activities.
- Educate surrendering owners to prevent the dog from being relinquished to the Rescue Program.
- Educate breeders to ensure that dogs sold are contractually bound to that breeder.
- Ensure the maintenance of the Rescue Program web site.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

Administrative Responsibilities & Duties: The Rescue Coordinator 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 contacts by perspective foster and adoptive homes, numbers of dogs in need of rescue or relinquishment, numbers of dogs placed in foster or adoptive homes, results of those placements, 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 income received from adoption and/or surrender fees.
- Maintain an accounting of expenses incurred in the administration of these duties. Examples of expenses: printing, postage, paper supplies; phone calls (long distance), medical evaluations and reasonable treatment, spaying/neutering, and euthanasia fees. 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.**