

NSDTRC (USA) POSITION DESCRIPTION
Field Events Chairman

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 club field events including field test rulebooks, field related forms and ribbons.

Supplies Needed: Stationery, postage.

Qualifications: The Field Events Chairman will:

- Have a good working knowledge of the field tests of the NSDTRC (USA) through past participation in Club field tests as a competitor and/or organizer.
- Know what is involved in organizing a field test to be able to act as an adviser to those holding events.
- Be familiar with the rules and regulations for the field tests of the NSDTRC (USA).
- Be able to communicate well with test committees.
- 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 the existing field program.
- Be able to maintain the field test rulebook.
- Preferably have access to a computer and computer skills including word processing.

Responsibilities: The Field Events Chairman will:

- Manage the approval of NDSTRC (USA) field events held each year.
- Notify the Treasurer of each approved event so that Club insurance can be secured for the events.
- Send materials such as rulebooks, forms and ribbons to Test Committee members.
- Review field premium lists for each event before they are mailed.
- Maintain a supply of field ribbons to send to individual events as they are held.
- Work with the Club Webmaster and Quackers Editor to notify the membership of upcoming events and changes to the rules.
- Maintain a presence on the club website with updates as appropriate.
- Submit changes to the field rules and forms to the Secretary for Board review prior to release to the membership and general public.
- Maintain the field test rulebook and keep a supply of current rulebooks on hand.
- Mail rulebooks to club members as requested.
- Approve judges for all NSDTRC (USA) field events and events held by other clubs where Tollers may earn titles.
- Maintain a list of judges and the stakes for which they are approved.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

Administrative Responsibilities & Duties: The Field Events 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 event reports for the previous year, new events 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 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.**