

**NSDTRC (USA) POSITION DESCRIPTION**  
**National Trophy Chairman**

**Committee\* Type:** Ongoing.

**Committee Size:** One.

**Manner of Appointment:** Board Appointed.

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

**Materials Necessary:** none

**Supplies Needed:** Stationery, postage.

**Qualifications:** The Trophy Chairman will:

- Have a good working knowledge of the events sponsored by the Nova Scotia Duck Tolling Retriever Club (USA).
- Have an appreciation of the history of the NSDTRC (USA).
- Have contacts with engravers, smiths, packing and crating services, and trophy shops.
- Be able to communicate well with show committees.
- Be able to handle questions and problems in a constructive, non-confrontational manner.
- Be able to communicate with the Board (through the assigned liaison), appointed officials, the membership of the Club and the public.
- Be self-motivated and have organizational skills.
- Be able to recommend to the Board (through the assigned liaison) changes or enhancements to the existing trophy program.
- Preferably have a computer and computer skills including knowledge of word processing.

**Responsibilities:** The Trophy Chairman will:

- Develop, maintain and provide as requested the documentation for each perpetual trophy/award including the history of the origin, the winners and the eligibility requirements.
- Research proposals for new perpetual trophies and awards and prepare such proposals for submission to the Board. Assure that such proposals meet the intent of the trophy provider and the requirements of the AKC for perpetual trophies. Upon approval of the proposal, oversee the implementation through contact with appropriate event chairmen and other club staff.
- Arrange for delivery of perpetual trophies/awards to the next Specialty either via delivery by the current holder or by shipping service.
- Confirm eligibility for award of trophies at the Specialty between the completion of the event and the Awards Banquet.
- Collect damage deposits and submit them to the Treasurer. Advise the Treasurer when a damage deposit is to be returned to the member.
- Store any trophies that are not currently awarded.
- Arrange for engraving of trophies and repairs as needed.
- Arrange for periodic appraisals of perpetual trophies. Advise Treasurer of value of Club trophy assets for insurance purposes.
- Arrange for and oversee the display of trophies at the National Specialty.
- Develop, maintain and provide as requested the documentation for the Evelyn A Williams Award of Excellence, and provide certificate or trophy as appropriate.
- Develop, maintain and provide as requested the documentation for the Rusty Jones Award, and provide certificate or trophy as appropriate.
- Develop, maintain and provide as requested the documentation for Versatility Certificate, and provide certificate or trophy as appropriate.
- Publish requirements for Club trophies and awards in Quackers and on the Club's website.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

**Administrative Responsibilities & Duties:** The Trophy 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 activities performed for previous year, activities expected 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 are 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.**

**\*\*It is recognized that the club is in transition to becoming an AKC licensed club, and that this position description may change as the club's evolution progresses over the next 12 to 24 months.**