

USBCHA OFFICER ELECTIONS

Nominations are now being received for the USBCHA Officers and Webmaster. It is a two-year term. Nominees/Officers are not required to be an elected member of the Board of Directors. Nominations may be communicated to *any* current Officer or Board member. Ron Burkey, the current Vice-President will be coordinating the election of Officers. His email is: ronburkey@hotmail.com

The following pages outline the duties of the various officers and the Webmaster. Please note that, beginning January 1, 2017, the Secretary will be a paid position. The Secretary will receive \$0.50 from each sanctioning fee paid for sheepdog trials. It is estimated that the amount received will be between \$4000-\$6000 a year. Currently, the Secretary is spending in excess of 20 hours a week on Association business.

The relevant provision of the bylaws with respect to timing for nominations is set forth below. **Nominations are due by October 5.**

The HA reimburses costs attending The Finals (airfare, hotels, meals, transportation) as well as office supplies and phone charges for all Officers.

USBCHA Officer Duties

President

Bylaws 5.3: The President of the Association shall be the principal executive officer with responsibility for supervising the affairs of the Association. The President shall preside at all meetings of the Association and of the Board of Directors and shall perform such other duties as usually pertain to this office. The President shall sign all contracts and documents authorized by the Board, unless otherwise approved by the Board.

- Oversee and coordinate the duties of the other Officers.
- Provide technical and executive support to the Board of Directors and Board committees.
- Review and update bylaws and rules as required
- Interpret and apply the rules of the Association, with the assistance of the Rules Committee
- Monitor budget
- Solicit proposals for National Finals
- Coordinate with National Final host and host committee
- Conduct Board Meetings and Annual Meeting
- Respond to member emails and phone calls as necessary
- Find vendors for ribbons/trophies – sheep and cattle finals and assist in ordering
- Do a bunch of other stuff that is hard to itemize but takes some time every day!
- Helpful to have working knowledge of Excel and Word as well as basic accounting

Vice President

Bylaws 5.4: The Vice-President shall assist the President and shall perform all the duties of the President in the absence of the President.

- Conduct business of the Association in the absence of the President
- Assist the President in special projects as requested
- Participate on the Finance Committee or other committee as appropriate
- Coordinate election of Officers

Secretary

- 5.1 **Bylaws 5.5:** The Secretary shall serve as the custodian of the Association's records, except those specifically assigned to others. The Secretary shall maintain a record of Association membership, handle all general correspondence of the Association, shall give due and proper notice of all meetings of the Association and the Board of Directors, and keep accurate records of the Association's meetings.

Requirements

- Must have expertise in Excel – ability to create and manage integrated worksheets with macros to develop and maintain Association records.
- Must be knowledgeable in Microsoft Word and have sufficient skills to assist Treasurer with bookkeeping. Must also be able to manage bulk-mailing system on Vertical Response.
- Requires approximately 20-25 or more hours a week; additional work during August and September and a week at the Sheepdog Finals.

Duties

- Receive and review Trial approval forms
 - Provide trial report forms and info to host
 - Check for timely submission of request
 - Confirm receipt of request to trial host
 - Provide information to webmaster
- Process the points for trials and provide to webmaster
 - Follow-up with hosts not complying with 21-day rule
 - Audit trial results to insure proper payment, proper point placement and membership for purposes of points
 - Deposit checks and record sanctioning fee income on spreadsheet to forward to Treasurer
- Monitor the Upcoming Trial list and compare when results are processed
- Mass mailings: Ballots, Finals entries, etc.
- Manage judge nomination process, including ballot creating and mailing to ABCA and USBCHA Boards
- Receive & process entries for the Sheep & Cattle Finals
- Process running orders for the Sheep & Cattle Finals
- Maintain updated entry lists for Sheep & Cattle Finals
- Enter pedigrees of Finals dogs on web site
- Order ribbons/trophies – sheep and cattle finals
- Attend Sheepdog Finals
 - Coordinate with trial committee regarding on site needs
 - Secretary trial
- Work with the web master in relaying information to be posted on the web site such as Minutes & Announcements, etc

- Manage membership applications & membership
 - Welcome letters; confirm contact info
- Manage information posted on the BOD Forum; record Forum votes
- Record Minutes of the Annual & BOD meetings
- Coordinate World Trial entries and issue invitations
- Main contact/liaison between the Members & BOD: answering questions regarding rules, trial information, membership, etc.
- Coordinate return of Finals trophies & order new trophies and ribbons
- Manage daily phone calls and inquiries regarding the HA
- Maintain corporate records
- Provide general information to members and aspiring members – answer email, phone calls, mail
- Maintain Grievance records
- Deposit checks; create spreadsheet of income for Treasurer from monies received.
- Maintain all corporate records
- Other duties as needed

Compensation

The secretary will be paid \$0.50 from each sheepdog sanctioning fee. We estimate the total annual payment to be between \$4000-\$6000. The secretary will not be an employee of the HA but will be an independent contractor responsible for all income and related taxes on the amount paid.

Treasurer

Bylaws 5.6: The Treasurer shall be the custodian of all funds of the Association and shall deposit the funds as instructed by the President or the Board. The Treasurer shall pay all bills incurred and shall keep accurate financial records, including an accounting of the Association's income, expenses and investments, and make such reports of receipts and disbursements in such form and manner as the Board or President may direct.

- Must be knowledgeable in Word, Excel & QuickBooks
- Manage the day-to-day accounting practices of the HA: accounts receivables, accounts payables, monthly reconciliations.
- Receive deposit listings from Secretary and enter into QuickBooks
- Manage the HA PayPal account processing monthly transfers and receivables
- Prepare quarterly reports and submit to the President and Finance Committee
- Monitor investment accounts
- Prepare yearly reports and submit to the BOD
- Coordinate with accountant for filing of annual tax return
- Receive & send payments for Trial insurance submitted by trial hosts and coordinate receipt of insurance certificates
- Manage liability and director insurance renewals.
- Process payout checks for the Sheep & Cattle Finals
- Coordinate travel arrangements for National Finals judges
- Manage and process all Finals entry checks for deposit or refund
- Coordinate reimbursements and payments for staff and volunteers at National Finals
- Attending the National Finals is not mandatory. However, all checks must be delivered to the Secretary or President prior to the start date.

Webmaster

The Webmaster is not an officer of the Association but is elected by the Board of Directors at the same time and in the same manner as the other Officers.

- Needs knowledge of current web programs, Excel and Word, Acrobat
- Manage/ update all facets of the web site.
- Update information received from the Secretary such as Upcoming Trials, Director information, Latest News, Membership information, Forms & Minutes
- Post Finals scores on the Web Site &/or appoint a liaison to do so
- Work with developer of points program as required, including beta test new programs when required
- Assist secretary with pedigree data; enter pedigrees of Finals dogs on website
- Create and develop forms for PayPal
- Liaison with service provider
- Wish list: work with a committee to develop a RFP for an upgrade to our website