

PEMBROKE WELSH CORGI CLUB OF AMERICA

COMMITTEE JOB DESCRIPTION MANUAL
(Updated 8/2010)

1. Advertising Committee
2. Affiliate Clubs Coordinator
3. Affiliate Club Representative
4. AKC Delegate
5. AKC Gazette Columnist
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7. Audit Committee
8. Calendar of Events
9. Commercial Dog Industry
10. Coordinator
11. Corporate Sponsor Committee
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26. President
27. Recording Secretary
28. Referrals Committee
29. Rescue Committee
30. Service Awards
31. Show Events Coordinator
32. Show Steering Committee
33. Standard Review Committee
34. Statistician-Agility
35. Statistician-Herding
36. Statistician-Obedience
37. Statistician-ROM/ROMX
38. Statistician-Tracking
39. Statistician-Versatility
40. Treasurer
41. Treasurer-Specialty
42. Trophies and Awards
43. Trophy Sponsorship Committee
44. Vice-President
45. Ways and Means

PWCPA (PubCor)

46. PWCPA Advertising Editor
47. PWPCA Newsletter Committee
48. PWCPA Newsletter Editor
49. PWCPA Assistant Newsletter Editor –
Conformation
50. PWCPA Assistant Newsletter Editor -
Performance Events
51. PWCPA Newsletter Subscription Manager
52. Mailing Label Coordinator
53. PWCPA Handbook Editor
54. PWCCA Publications Inventory Manager

ADVERTISING COMMITTEE

PURPOSE: The Advertising Committee composes and places all advertising for the Pembroke Welsh Corgi Club of America.

TASKS:

1. The committee places ads in affiliate club specialty catalogs primarily intended as parent club support and/or promotion of the National Specialty or PWCCA publications.
2. The committee places classified ads in dog-related publications as directed by the Board to educate and also to provide referral contact for prospective buyers.

AFFILIATE CLUBS

PURPOSE: The Affiliate Clubs Coordinator maintains coordination with Affiliate clubs.

TASKS and RESPONSIBILITIES:

1. Receive and send correspondence to affiliate clubs regarding the Board of the Pembroke Welsh Corgi Club of America's consideration and approval/denial of an affiliate club's proposed date and site of its annual specialty.
2. Initiate other correspondence with affiliate clubs as directed by the PWCCA Board of Directors, including contacting and getting a head count of how many Affiliate representatives will be attending so that meeting informational packets can be prepared for them by the Recording Secretary.
3. Assist Clubs applying for Affiliate Status by helping them meet the following guidelines:
 - A) Copies of all board and general meeting minutes for 24 months prior to application for Affiliate status must be submitted for new clubs applying. The non-refundable application fee for clubs applying for Affiliate status is set at \$25.00.
 - B) A non-refundable application fee of \$25.00 will be charged to Specialty Clubs applying for Affiliate status.

Affiliate Procedures and Protocol

Annual reporting requirements for Affiliates will include name, address, email and phone number of club officers, PWCCA Representative, Rescue contact, Tasha Tudor certificate contact, legislative contact, and any changes to constitution, bylaws, or code of ethics.

Letters should be written by the Corresponding Secretary to clubs whose files are incomplete requesting the missing information be sent to the Recording Secretary within 30 days.

Affiliate Clubs will be listed on the PWCCA Web Page with a name, address & phone number of the person to contact concerning membership in that Affiliate club

The PWCCA will support the affiliate clubs by taking out ads in their specialty catalogs.

Affiliate and regional clubs must submit an annual request for approval of their Specialty date. Applications must be received by the Corresponding Secretary before the PWCCA annual meeting, two years prior to the proposed Specialty date. Names of Sweepstakes, breed and obedience judges should be submitted at same time for informational purposes. Authority for approval of dates rests with the board of directors. Authority to approve established Specialty dates for affiliate and regional clubs may be delegated to the Corresponding Secretary. The full Board of Directors must approve a club's first Specialty or a change in an established date. Affiliate and regional clubs should seek preliminary date approval from the PWCCA as early as possible in their planning process to assure establishing a non-conflicting date and to promote goodwill with other affiliate and regional clubs. The Corresponding Secretary has the authority to approve a club's change in the established date where the two-year advance request for approval is not possible.

Dues for Affiliate Clubs will be established at the same rate as an Individual Member. Affiliate Club dues are subject to the same time frames and penalties as an Individual Membership

AFFILIATE CLUB REPRESENTATIVE

PURPOSE Affiliate Club Representatives act as agents for their Affiliate club.

TASKS AND RESPONSIBILITIES:

1. To be a current PWCCA member, selected by the Affiliate club.
2. The selected Representative should not be a current PWCCA Board member.
3. To represent the Affiliate club at each semi-annual PWCCA Board meeting.
4. To inform the PWCCA Affiliate Clubs Coordinator of plans to attend a Board meeting, and accept a copy of the meeting agenda at the beginning of the session.
5. To not participate in discussions of the PWCCA Board, unless explicitly asked to comment on an item by the President.
6. To not interrupt deliberations by conversing with or messaging to Board members.
7. To prepare a summary of the Board meeting and present it to the Affiliate club at its next meeting.
8. It is hoped that the Affiliate Representative will be able to apprise the Affiliate club of the processes and procedures taking place at the PWCCA Board meetings. It is further hoped that the Affiliate Representative will explain all reasons for various decisions taken by the PWCCA Board.
9. The Affiliate Representative may forward specific items to the Affiliate Club Coordinator, for possible consideration by the PWCCA Board at its next meeting..

AKC DELEGATE

PURPOSE: The AKC Delegate acts as a liaison between the American Kennel Club and the Pembroke Welsh Corgi Club of America.

TASKS and RESPONSIBILITIES:

1. The Delegate attends the quarterly meetings of the Delegate Body of the American Kennel Club.
2. The Delegate attends the Spring and Fall meetings of the PWCCA Board of Directors and General Membership. If there is a conflict of meeting times, the AKC Delegate shall attempt to resolve the situation with the help of the PWCCA President.
3. The Delegate serves as a conduit for information between the AKC and the PWCCA.
4. During the year, the Delegate continually passes information to the PWCCA officers or Committee Chairs, as appropriate.
5. At the AKC Delegates' Meetings, the Delegate votes as directed by the PWCCA President, and takes direction from the membership as to support of various issues.

PWCCA will pay reasonable travel expenses for our AKC delegate to attend the 4 quarterly meetings

AKC GAZETTE COLUMNIST

PURPOSE: The AMERICAN KENNEL CLUB GAZETTE columnist is responsible for the Pembroke Welsh Corgi column in the AKC GAZETTE. This position is appointed by the Board.

TASKS:

1. Ask secretary to send letter to AKC Breed Columns Editor introducing you as the new PWCCA columnist.
2. Contact Breed Columns Editor to obtain publishing schedule and discuss electronic transmission of materials (e-mail works great; just incorporate the column into the body of an e-mail and send). [Comment: The Herding Group appears in the March, June, September, and December issues. Deadline is three months prior to the month of publication.]
3. Review content guidelines in file. This is a general interest column about the Pembroke Welsh Corgi, not PWCCA-specific.
4. Limit columns to 550 words; check word count with your word processing program. [Comment: The word limit is in accordance with the current Gazette policy.]
5. Mention PWCCA National Specialty well in advance of Specialty date. List the Show Chair and contact information in column just before the National. [Comment: Current policy limits mentioning only the dates and the website, where the show chair, etc., would be found.]
6. Make arrangements in advance to add the high level winners to the first column after the National--send to editor the Monday after the National! BOB, BOS, BOW, WD, WB, Best in Sweeps, BOS in Sweeps, Best Puppy and High in Trial). The Editor will put in as much as space allows. [Comment: Current policy does not permit listing of national specialty winners since the column comes out so far after the specialty that all major award winners are known.]
7. Remind AKC GAZETTE Editor that you are entitled to a free GAZETTE subscription. [Comment: There has not been an issue with the Columns editor about the subscription. There HAS been an issue, repeatedly, with the subscription service.]
8. Keep a list of column topics to report annually to the PWCCA Board, and to prevent duplication.
9. Respond to all correspondence resulting from the columns.

ARCHIVES COMMITTEE

PURPOSE: The Archives Committee preserves and stores information relating to Pembroke Welsh Corgis.

TASKS:

1. The Archives Committee is responsible for sorting, storing, preserving, and adding to the files of the Archives.
2. These files are to be maintained in such a manner that they are readily available-Files are currently at AKC in NY.
3. The Archives Committee maintains a current inventory of the files and does research as needed.

AUDIT COMMITTEE

PURPOSE: The Audit Committee serves as an oversight to the various fiduciary activities of the PWCCA Treasurer and Assistant Treasurers

TASKS:

1. The committee reviews the reports of the PWCCA Treasurer on a quarterly basis for the check register and bank statements for each account.
2. On a test basis, trace individual deposits and expenditures for each account.
3. Verify that the balances shown in the check register can be reconciled with the bank statement balances.
4. Review the deposits and expenditures shown on the check register looking for anything out of the ordinary
5. When the financial reports are received in the membership mailings, review for reasonableness and verify the cash balances are as shown on the reconciled check register. (6.09)

CALENDAR OF EVENTS

PURPOSE: The Calendar of Events Committee maintains a current calendar of events approved by the Pembroke Welsh Corgi Club of America.

TASKS:

1. To contact each regional Newsletter editor to determine his or her deadlines for submission of material.
2. To keep the Calendar up-to-date by recording all changes and additions as they are received.
3. To send changes to the national NEWSLETTER and all regional club newsletters on a quarterly basis.
4. To send all changes, as received, to the PWCCA Web Master to be up-dated on the PWCCA Web Page.
5. Approved listings are Specialty Shows, Sweepstakes, Obedience Trials and Events held in conjunction with a Specialty.

COMMERCIAL DOG INDUSTRY

PURPOSE: The Commercial Dog Industry Committee gathers information relative to unethical breeding and selling of Pembroke Welsh Corgis and formulates methods for correction and/or prevention of these practices.

TASKS:

1. Monitors federal and state legislation regarding commercial breeders regulated by the USDA.
2. Responds to requests by the AKC to write support/opposition letters on specific bills relating to the USDA regulated breeders that would affect responsible breeders.
3. Monitors the list of USDA licensees in order to advise persons who inquire about the standing of a particular breeder.
4. Collects/files pedigrees on Pembroke Welsh Corgis from persons who have bought a puppy from a USDA licensee.

COORDINATOR

PURPOSE: The Coordinator acts as liaison between assigned Committee groups and the PWCCA President. The Coordinator develops and maintains knowledge of the activities of each committee within the group.

TASKS:

- A. When committee chairs are appointed by the board at the fall meeting, the coordinator will:
 - 1). Notify each chair of appointment and get their acceptance (or rejection) of the position within one week of the board meeting.
 - 2). Notify the Recording Secretary the acceptance of the position (or rejection) within two weeks of the board meeting.
 - 3). Ensure that each committee chair has a copy of their current job description.
- B. **Board Meetings and Reports:**
 - 1). Notify committee chairs before a scheduled board meeting of time and place.
 - 2). Request reports from committee chairs in time to consolidate and forward to Recording Secretary.
 - 3). Consolidates the reports and prepares a cover sheet summarizing reports and sends to the Recording Secretary. Put all "action requested" items in the form of motions.
 - 4). Determine whether a committee chair wishes to report directly to the board or the membership.
 - 5). At the appropriate time (before the spring meeting) determine whether the committee chair wishes to remain as chair. If not, request suggestions for replacement.

6). Present a report of the group's activities and represent the group's interests to the Board at their meetings. At any meeting an individual committee Chairman may also appear before the Board.

2. **BUDGETS:**

A. Upon notification by Budget Chair, request proposed budgets from each committee chair. These requests are to be forwarded to the Budget Chair or Treasurer in a consolidated form.

3. **OTHER:**

A. The Coordinator should have the ability to fill in for a committee Chairman if the need should arise.

B. The Coordinator is to assure communication between the various committees within the group.

C. The Coordinator is to facilitate the resolution of "differences" within the group.

CORPORATE SPONSOR COMMITTEE

PURPOSE: The Corporate Sponsor Committee works to obtain corporate sponsorship for the various PWCCA Activities.

TASKS:

1. Determine possible corporate sponsors for PWCCA activities including the National Specialty events and other PWCCA activities
2. Contact and work with possible corporate sponsors for PWCCA activities to include, but not limited to, the National Specialty, Performance Events, Educational seminars, and other club activities to be determined.
3. Sponsorships can take the form of monetary or product donations.

CORRESPONDING SECRETARY

PURPOSE: The Corresponding Secretary shall conduct the general correspondence of the PWCCA.

TASKS:

1. Handles all puppy enquiries via telephone and email.
2. Answers all questions concerning the breed and the club via telephone and email.
3. Corresponds with Regional Clubs concerning the dates for their annual Specialties, and keeps the calendar of approved Specialty dates
4. Handles all AKC matters and correspondence.
5. Notifies AKC of changes in Public Education Committee contact.
6. Keeps a supply of Club Letterhead.
7. Keeps a supply of PWCCA Club Pins

EDUCATION COMMITTEE--JUDGES

PURPOSE: The Judges Education Committee is responsible for providing continuing education to judges regarding the Pembroke Welsh Corgi.

TASKS:

1. The Judges Education Committee is primarily charged with conducting a judging seminar and ringside mentoring in conjunction with the PWCCA National Specialty.
2. The Chairman of this committee must approve and assist when various judges' groups throughout the country request help in putting on a seminar. One or more PWCCA members on the mentor list are selected to attend the Judges seminar. The Chairman will send the educational material to be duplicated and put into packets for the participants.
3. In January of each year the Chairman writes to the American Kennel Club requesting that an announcement of the PWCCA National Specialty Seminar be printed in the AKC GAZETTE and those flyers and certificates be printed and sent to him/her. Address labels to judges in neighboring states are also provided by the AKC and the Chairman must mail the flyers to these judges.
4. Judges planning to attend the National Specialty Seminar make their reservations with the Chairman who in turn writes them letters of welcome.
5. Packets containing the Standard, Judges' Pictorial, breed history, accepted colors, head study and other pertinent material are compiled and distributed to the participants at the National Specialty Seminar. The Committee selects dogs for the hands-on evaluation part of the Seminar.
6. The Committee is also charged with reformulating the Judges' Pictorial from time to time.
7. The Committee sends breed information to Pembroke Welsh Corgi judge applicants and to new judges of our breed.
8. The Committee requests biographies from new judges for publication in the NEWSLETTER.

OUTLINE FOR PRESENTING AN APPROVED PWCCA BREED SEMINAR

It is a judge's group or an all breed club that usually sponsors a one or two-day seminars offering several breed presentations. About two hours is allowed for each presentation. Facilities are inside with VCR video equipment available. Use of dogs is

incorporated with the classroom presentation. Seldom is there space for gaiting and time is limited for hands-on. The audience is comprised of a broad cross section of dog breeders, fanciers and new comers. These seminars are essential as not every aspiring judge can attend the national for each breed they want to study. Parent club workshops run approximately four hours, provide great depth of breed specimens for hands on and gaiting analysis. Ringside mentoring is an additional several hours. You can easily see the need for presenters with only two hours to make that time really count!

Hosting club contacts parent club

As early as possible, the event's hosting club should contact the parent club's Judges Education Committee Chair. If requested, or if the presenter chosen by the hosting club does not yet meet the parent club's prerequisites for presenting the breed, the parent club will assign a presenter. Only with the parent club approval can the hosting club present the parent club's certificate of attendance at that breed presentation. These certificates are essential for aspiring future judges.

PWCCA tools and materials

Our seminar inventory includes: AKC's Pembroke Welsh Corgi Breed video tape, a limited supply of original illustrated standards, laptop presentation of the Pembroke Welsh Corgi Breed, limited handouts to augment the presentation, The Illustrated Standard and the Judges Pictorial.

Preparation

When you know you are going to be a presenter, immediately contact the JEC chairperson to arrange for shipment of equipment and materials. Assistance is available for organizing the presentation, handling the audience and the Q & A session. Some handouts will require you to copy sufficient numbers, as bulk shipment is cost prohibitive.

Allow time for preparation, practice and familiarizing yourself with the tools to be used.

Presentable Presentations authored by Marie E. O'Neill, December 1991 AKC Gazette is recommended reading. Its focus is the national breed club seminar, but details material compilation, pitfalls, presentation, and the purpose of seminars. Anyone interested in presenting a well-organized learning event, this article is an excellent source. Copies available.

PREREQUISITES FOR PWCCA MENTORS AND WORK SHOP PRESENTERS

Formulated by the Judges Education Committee

The mission of the PWCCA'S Judges Education Committee is to provide ongoing information, education and mentoring to the people of the dog world who strive to better their understanding and knowledge of the Pembroke Welsh Corgi.

The Committee does not take lightly its responsibility for the quality and content of PWCCA Breed specific study events. The following prerequisites and guidelines are set forth to ensure continuity in the development of mentors and presenters.

Mentors: The mentor's duty is to share their knowledge of the Breed with others in a clear and unbiased manor. Must be a PWCCA member and produced three or more AKC Champion Pembroke Welsh Corgis of record. A mentor will have been in the Breed for at least five years, have a wide range of exposure having traveled, on several occasions, outside of their local exhibiting area. 1. AKC licensed to judge Pembroke Welsh Corgis or have judged one sweepstakes at a regional specialty or four or more AKC sanctioned matches of which two must have been supported by a regional Pembroke Welsh Corgi Club. 2. Can describe clearly the positive virtues of dogs they own; what, if possible, they would change to conform more closely to the standard. 3. Attended or participated in a PWCCA approved Breed workshop. 4. Attended three national specialties; or six regional specialties, of which at least two were held by other PWCCA member clubs in another section of the United States, or a combination thereof.

The JEC reserves the right to invite those PWCCA members who will be an asset as mentors and it will take into consideration suggestions from the membership at large.

Presenters for PWCCA Approved Breed workshops and seminars:

Skills needed are: ability to organize, communicate, and be a team player. Thorough knowledge of the Breed standard with the ability to discuss its finer points. Remain true to the standard and refrain from voicing opinions that contradict the standard. Experience: History as a mentor or fulfills those prerequisites; has attended or participated in at least two Pembroke Welsh Corgi workshops; or attended, participated or presented at other seminars or workshops; worked with the JEC in presenting educational events. Understands the need for consistency and will function within the scope and guidelines

developed by the PWCCA'S Judges Education Committee based on the AKC'S guidelines for workshops.

The JEC reserves the right to grant PWCCA approval of Breed specific educational events.
Appendix G Oracle 23-D, 3/20/03

EDUCATION COMMITTEE--PEER

PURPOSE: The Peer Education Committee arranges for the educational programs and seminars that are presented at the National Specialty.

TASKS:

1. The Committee seeks input from the fancy and specific committees to present programs of interest to Pembroke Fanciers (conformation, genetics, performance).
2. The Committee works with various Show Chairs in deciding day, time, and place for various programs.
3. The Committee has total responsibility for arranging seminars and programs, to include contracts with speakers, hospitality, and facilities. Contracts must then be approved by the Vice-President.

EDUCATION COMMITTEE--PUBLIC

PURPOSE: The Public Education Committee maintains information/communication between the American Kennel Club Public Education Department, the Pembroke Welsh Corgi Club of America, and Pembroke fanciers.

TASKS:

1. The Committee receives and maintains all mailing materials from the American Kennel Club Public Education Department.
2. The Chairman writes quarterly columns/summaries from the AKC Public Education newsletters for the PWCCA NEWSLETTER.
3. The Committee mails/faxes AKC Public Education material to interested parties; or informs them how to receive the materials from the AKC Public Education Department.
4. Annually the Committee orders educational materials for the PWCCA National Specialty. These materials are to be sent by the AKC to the host hotel, in care of the Committee Chair. Use the catalog from the previous year's National Specialty for information needed in filling out the order form. Check with the host hotel contact person for name of the hotel mailing contact person.
5. Three weeks before the Specialty, confirm the order with the AKC Publication Materials Department. Arrange with the Show Chair for table set up, and transportation of the materials to the set up.
6. At the National Specialty, arrange for a representative to set up, monitor, and take down the educational materials table.
7. When a new Public Education liaison for PWCCA is appointed, the AKC requires a letter from the PWCCA on PWCCA stationery, signed by an officer, (Corresponding Secretary) stating the changes in contacts.

ELECTRONIC MEDIA

PURPOSE: The Electronic Media Committee develops and manages the Pembroke Welsh Corgi Club of America web site.

TASKS:

1. The committee sets policy as to what should be up on the web site, who is responsible to put it up, and when it comes down. The Board of the Pembroke Welsh Corgi Club of America must ratify all decisions of the committee.
2. The Chair appoints (with Board approval) a web manager and web master.
3. No material goes on the web site without written approval of the chair of the Electronic Media Committee.
4. It is the Chair's responsibility to insure that all material on the web site has been reviewed by and approved by the PWCCA Board.
5. The committee does not generate material for the web site that would normally be the responsibility of other committees. For instance, the Performance Committee would generate material explaining obedience.
6. This type of material is generated by the responsible committee, sent to the Chair of the Electronic Committee who, in turn, requests Board approval for placement on the web site.
7. When the Electronic Committee generates material that is not in the direct domain of other committees (FAQs, for instance), it must still submit material to the Board before it is added to the web site.
8. The Electronic Committee must keep up with copyright and other legal editorial requirements for publication on the Internet. It must keep informed as to AKC requests and requirements for Breed Clubs' use of the Internet.

GENETICS AND HEALTH COMMITTEE

PURPOSE: The mission of the Genetics and Health Committee of the Pembroke Welsh Corgi Club of America is to educate Pembroke Welsh Corgi breeders and fanciers on inheritable and non-inheritable conditions within the breed with the intent of eliminating or reducing the incidence of clinically relevant disease or other undesirable conditions.

TASKS:

1. Appointed members of the Genetics Committee will be surveyed as to relevant areas of inquiry. The Genetics Committee, then in turn, will survey the PWCCA general membership.
2. The Genetics Committee will select appropriate topics, study, and research them.
3. The Genetics Committee will educate the membership through the PWCCA NEWSLETTER and through seminars on the current status of selected topics.
4. With certain topics, the Genetics Committee will recommend areas of research to the board, membership, and fancy.
5. The Genetics Committee will submit appropriate articles to the PWCCA NEWSLETTER on these topics.
6. The Genetics Committee will be responsible for any seminars or health clinics held at the National Specialty.
7. A meeting of the Genetics Committee will be conducted annually at the National Specialty. If convenient for members of the Genetics Committee another meeting will be held at one other specialty during the year.
8. A member of the Genetics Committee will attend the Canine Health Conference. A report of this meeting will be submitted to all members of the committee and to the PWCCA Spring NEWSLETTER.

JOB DESCRIPTION COMMITTEE

PURPOSE: The Job Description Committee keeps the Job Descriptions Manual current.

TASKS:

1. Updates the committee job descriptions as needed.
2. Twice yearly enters the ORACLE and PUB CORP entries for each committee.
3. Sends the appropriate job descriptions to Coordinators yearly for distribution to their committees.
4. Sends the entire Job Description Manual electronically to the Recording Secretary and PWCCA Webmaster.
5. Utilizes a loose-leaf format so that changes can be made and inserted easily.

JUDGES TABULATORS COMMITTEE

PURPOSE: The Judges Tabulators Committee prepares a yearly ballot for the National Specialty Judges Panel three years in advance of the scheduled specialty.

TASKS:

1. The membership suggests names for both sweepstakes and regular classes.
2. The Judges Tabulators Committee sends out a questionnaire to all names suggested. The Committee will compile and keep current names that fulfill the requirements. The names of those who have been on a PWCCA judging panel during the previous five years shall be omitted.
3. The names of those qualified to judge shall be submitted to be voted on by the membership. Voting requires two ballots.
 - A. The first ballot contains all the qualified names. The membership chooses five names each for breed and sweepstakes (ballots containing less than five choices will not be counted).
 - B. The second ballot contains the names of the top five choices in each category. The membership is asked to vote for three in order of preference (ballots will not be counted unless all three receive a vote in some order). A first-place vote will receive five points, a second-place vote will receive three points and a third-place vote will receive one point.
 - C. The name receiving the most votes will have his/her choice of assignment (breed and dogs or bitches and non-regular). The second-place winner would do the remaining assignment.
4. When the membership votes on the second ballot, a synopsis of each candidate's qualifications will be included on the ballot.
5. The process for choosing National Specialty judges is established by the Pembroke Welsh Corgi Club of America.

Protocol/Time Frames

- A. Survey of membership requesting judges suggestions goes out in with the Fall minutes mailing, due back to Committee Chair by Jan. 1 or thereabouts.
- B. Second step of mailing out list for initial ballot goes out late April/Early May. Requires address return envelope enclosed, postmarked by June 1.
- C. Third step, Final Balloting, goes out Late June/Early July. Requires address return envelope enclosed, returned/Postmarked usually Sept. 1. Needs to be returned for tabulating before National, which can move around.

LEGISLATIVE COMMITTEE

PURPOSE: The Legislative Committee works to keep track of the proposal of dog-related legislation, and to prevent the passage of legislation detrimental to the canine fancy.

TASKS:

1. The Legislative Committee Chair shall set the committee membership.
2. The Legislative Committee shall request that the Affiliate Clubs have a legislative contact, and to let the Recording Secretary know the names of that contact.
3. Inform the membership about pertinent, current legislative matters affecting responsible dog ownership, breeding practices, and threatening our breed conformation standard.
4. Act as a resource for the Membership and Affiliate Clubs with regard to legislative matters.
5. Promote awareness within the Pembroke Welsh Corgi fancier community about the importance of personal involvement in support of positive dog welfare legislation and opposition of overly restrictive or damaging bills.
6. Oppose laws or legislative proposals that contradict or threaten the ethical keeping and breeding of the Pembroke Welsh Corgi and the upholding of the breed standard as defined by the Code of Ethics of the PWCCA.

MEDIATION COMMITTEE

PURPOSE: The Mediation Committee shall serve as an arbitrator between PWCCA members.

TASKS: 1. The Corresponding Secretary shall head the Mediation Committee, and select two other members to serve on the committee.

MEMBERSHIP COMMITTEE

PURPOSE: The Membership Committee oversees the admission of new members into the Pembroke Welsh Corgi Club of America in accordance with the membership requirements.

TASKS:

1. Completed membership applications are submitted to the Membership Chair by 1 November, accompanied by appropriate application fee/dues. Completeness of the application is the responsibility of the Proposer.
2. As applications are received, the Chair will review for completeness. If the application is complete, check/money order is forwarded to the PWCCA Treasurer with a copy of the first page of the application. A letter of receipt is sent to the applicant with copies to the Proposer and Endorser. If the application is unsigned, illegible, or items left blank, application and attachments are immediately returned to the Proposer. Completeness of application is the responsibility of the Proposer.
3. By 5 November, the Membership Chair makes copies of all applications and attachments and forwards the copies to each member of the committee. For each application the Chair will supply a "Membership Committee Checklist."
4. Prior to 15 December, the committee holds a conference call for first review of applications. This first review deals with completeness of paperwork, business dealings (if any), completion of individual "Membership Committee Checklist."
5. By 1 January, the Chair submits a list of candidates, giving Proposer and Endorser names and a brief synopsis for each candidate, to the Recording Secretary. A deadline for receipt of general membership letters will be included at the beginning of the text.
6. As letters of support and/or concern are received by the Chair, copies are made and mailed to each committee member. CONFIDENTIALITY OF WRITER AND CONTENT IS PARAMOUNT AND MUST BE MAINTAINED AT ALL TIMES! Membership Committee conference calls may be made at any time to review letters received. Proposer is called regarding any concern of merit or application discrepancies. This call will be placed by the Committee Chair or one committee member, as delegated by the Chair. Proposer's responses will then be passed on to the committee for further consideration. A personal interview with the entire Membership Committee may be necessary.
7. Should questions not be answered or if further investigation is necessary, the Proposer will be so advised.
8. Should the Chair or committee members receive phone calls in lieu of letters, callers will be told that everything must be in writing.
9. As soon as possible after the deadline for responses to applications (usually March 1), a conference call will be held by committee members for final review prior to presentation to the Board of Directors.
10. If a candidate is not recommended for membership, Proposer will be called immediately and be given an opportunity to withdraw application.
11. A report, with recommendation of the committee, is given to the Board of Directors at the spring meeting.
12. If a candidate's name is not put forward by the Board of Directors, the Proposer is to be called immediately. The Recording Secretary will follow up with a letter within 10 days.
13. The names of the candidates accepted by the Board are mailed to the general membership for vote prior to the Annual Meeting, in accordance with the PWCCA By-laws.
14. If a prospective member's application is not approved by 75% of the general membership after two consecutive ballots, that applicant is required to observe a three-year hiatus before reapplying.

NOMINATING COMMITTEE

PURPOSE: The Nominating Committee is responsible for selecting a slate for the annual nomination of Officers and Directors.

TASKS:

1. Make-up of committee:
 - A. Members should have experience in the breed and be acquainted with most of the membership.
 - B. Active dog club participation at the National, regional and/or local level is strongly recommended for all committee members.
 - C. A geographical balance should be represented.
 - D. There will be a chairman, two members and two alternates (silent but informed members). One of the Alternates shall serve on next year's committee. The full committee is appointed by the Board of Directors.
 - E. No more than one member of the Nominating Committee may be a member of the current Board of Directors. It is preferred that the Board Member be knowledgeable in all areas of our sport.
2. Duties of the Chair and/or Committee:
 - A. Confirm that potential committee members are willing to serve.
 - B. Procure written verification from Officers and Board members who are willing to serve again.
 - C. Accept input from the Board relative to persons who might fill vacancies.
 - D. Following committee consultation, the Chair will prepare a final slate and telephone nominees for verbal acceptance.
 - E. Request biographies of any new nominees by March 15 to forward to Recording Secretary.
 - F. Send summaries of written acceptances to committee.
 - G. Recording Secretary shall notify the membership of the slate by 1 April.
 - H. Keep records of all reasonable expenses for reimbursement.
 - I. If no other nominations are received by June 1, the slate is declared elected and no balloting is required.
 - J. See Bylaws, Article IV, Section 4f if additional nominations are received for procedure.

ORACLE COMMITTEE

PURPOSE: The Oracle Committee keeps a clear record of all motions passed by the Pembroke Welsh Corgi Club of America.

TASKS:

1. The committee keeps an index and abstract of actions (called the ORACLE) taken by the PWCCA Board or by the membership. The abstract starts with the fall meeting of 1982 and is a compilation of all the motions that have been passed by the Board and Membership since that date.
2. After each Board and Membership meeting, the minutes of these meetings are reviewed for policy statements concerning the operation of the club. Abstracts of the minutes are then added to a list and cross-referenced to an Index. Also, corrections or deletions are made to the Abstract.
3. After the spring meeting, an updated version is prepared for the President and Secretary, while other officers, board members, and the Job Description Committee are given an insert to add to the previous issue.
4. After the fall meeting, an updated version is prepared for each officer, board member, and the Job Description Committee.
5. A separate abstract and index is prepared for the Pembroke Welsh Corgi Publications of America Corporation. This abstract and index is called PUB CORP.
6. All abstracts are prepared as a word processing document (a table). The indexes are prepared as a database.

PERFORMANCE EVENTS COMMITTEE

PURPOSE: The Performance Events Committee was created to organize and support annual performance events at the National Specialty and/or other locations.

TASKS:

1. The Performance Events Committee is composed of a chair and sub-chairs for each performance event.
 - A. Chair
 - B. Agility Sub-Chair
 - C. Herding Sub-Chair
 - D. Obedience Sub-Chair
 - E. Tracking Sub-Chair
2. Performance Events Committee Chair:
 - A. The Performance Events Committee Chair appoints the sub-chairs.

B. The Performance Events Committee Chair determines when and where National performance events will be held. The Chair is responsible for making sure that each performance event is held annually. If an event is to be held independently of the National Specialty, the Performance Events Committee Chair will find a regional club to host the event. If the event is to be associated with the National Specialty, the host of the Specialty may ask that a supporting club be found.

C. The Performance Events Committee Chair supervises the various sub-chairs to ensure that all performance events are held annually.

D. The Performance Events Committee Chair serves as a member of the Steering Committee.

E. It is preferred that the Performance Events Committee Chair be a current member of the PWCCA board.

F. The Performance Events Committee Chair will either serve as the National Specialty Performance Chairman or find a person to fill that position.

3. National Specialty Performance Chairman:

A. The National Specialty Performance Chairman oversees all performance events associated with the specialty that year.

B. If Event Chairmen have not been found and appointed by the committee Sub-Chairs, then it is up to the National Specialty Performance Chairman to find and appoint them.

C. The National Specialty Performance Chairman supervises the planning of the events by the individual Event Chairmen (see tasks under Event Chairmen).

D. The National Specialty Performance Chairman is responsible for setting up educational events relating to performance and coordinating special events such as the CD Challenge, and the Canine Good Citizen test.

E. The National Specialty Performance Chairman coordinates all events with the National Specialty Show Chairman to be sure there are no conflicts with timing, and that adequate tenting and rings are available.

4. Sub-Chairs:

A. Each sub-chair is responsible for finding the site for their event, and finding the people to work on the event.

B. The Sub-Chairs may appoint an Event Chairman for their event (who then does most of the planning) or they may fill that role themselves.

C. Each Sub-Chair ensures that the results for their event are reported in the NEWSLETTER.

D. The Sub-Chairs are responsible for coordinating their budgets with the Performance Events Committee Chair and/or National Specialty Performance Chair.

5. Event Chairmen:

A. The Event Chairman is responsible for every aspect of their event held that year.

B. The Event Chairman needs to confirm that a site contract has been signed (if the event is not on the site of the National Specialty).

C. The Event Chairman selects the appropriate judges and contacts the Show Events Coordinator to make sure that contracts are issued.

D. The Event Chairman selects an Event Secretary (except for Obedience where the Conformation Secretary is also the Obedience Secretary).

E. The Event Chairman is responsible for stewards and helpers for the event.

F. The Event Chairman is responsible for trophies for the event.

G. The Event Chairman is responsible for the hospitality for the judges and workers (to include lodging, meals, and gifts where appropriate).

H. The Event Chairman must be familiar with AKC rules for Dog Shows as well as AKC rules for their event.

PRESIDENT

PURPOSE: The President has all the duties and powers appurtenant to the position.

TASKS:

1. The President is responsible for presiding over all board and general meetings of the Pembroke Welsh Corgi Club of America, Inc.
2. The President is responsible for presiding over all board meetings of the Pembroke Welsh Corgi Publications of America, Inc.
3. The President is responsible for creating an "expanded agenda" for all board meetings, which is to be distributed to the officers and board and to all delegates to the PWCCA from the affiliate clubs.
4. The President is responsible for overseeing all PWCCA officer positions and all Board appointed Committee Chairs.
5. PWCCA will pay for the lodging for the President for the week of the National Specialty (Oracle 20-G)

RECORDING SECRETARY

PURPOSE: The Recording Secretary shall keep a record of all meetings and business of the PWCCA.

TASKS:

1. Keep a record of all meetings.
2. Keep a roll of the members and their addresses.
3. Keep a roll of Affiliate Club Officers.
4. Update and maintain the membership roster on the website.
5. Notify members of meetings.
6. Notify new members of their election to membership.
7. Notify Officers and Directors of their election to office.
8. Send annual dues notice to members and Affiliate Clubs.
9. Send membership applications to requesting sponsors.
10. Send ballots to membership (judges selection, membership, Officers and Directors, others as needed)
11. Prepare Board Reports packets for Board and attending Affiliates.
12. Mail minutes and other club documents to membership.

REFERRALS COMMITTEE

PURPOSE: The Referrals Committee provides information to people inquiring about Pembroke Welsh Corgis.

TASKS:

1. Answer E-mail, telephone, or written requests for information.
2. Refer the inquirers to the PWCCA web page or mail the PWCCA packet of information.
3. Keep the packets of information current (list of member/breeders, code of ethics, "Guide to Buying a Corgi, etc.)

RESCUE COMMITTEE

PURPOSE: The Rescue Committee will serve as a liaison and central committee for regional member and non-member clubs, and independent rescuers.

TASKS:

1. The Chair shall appoint a committee to help with these purposes.
2. The committee disseminates information in a Newssheet.
3. The committee prepares a column for each issue of the NEWSLETTER.
4. The committee answers inquiries from the public (letters, phone calls, e-mails).
5. The committee generates awareness of responsible breeding so that rescue becomes obsolete.

RESCUE COMMITTEE POLICIES AND PROTOCOLS

1. All breeders of Pembroke Welsh Corgis should take lifetime responsibility for dogs of their breeding. Where the breeding of a rescue Corgi is known, and the breeder is a member of this Club, he should be asked to provide for its care.
2. Rescue Committees are encouraged to communicate with one another, in order to coordinate rescue operations and/or transportation of rescue Corgis.
3. Rescue Committees are encouraged to promote Rescue Programs and assist in providing public breed information (with an emphasis on purchasing puppies from responsible non-commercial breeders). Continuing rescue contacts should be kept with animal shelters, pounds, etc.
4. When possible, efforts should be made by Rescue workers to help solve Corgi-Owner problems so the dog can stay in its home.
5. Rescue Funds will only be given to regional member clubs of the PWCCA.
6. A request form must be filled out by the regional rescue chairperson for that club.
7. Rescue funds will not be released to an individual who is not the rescue chair of a member club of PWCCA. Member clubs are expected to help their members and non-members in case of need and may apply to the PWCCA Rescue chair for funds when necessary.
8. Funds will not be released to help an individual Corgi.
9. The PWCCA will not purchase any corgis from commercial breeders, puppy mills, or brokers;
10. The PWCCA will not be a part of any live animal auction and/or dispersal sale;
11. The PWCCA will not act as an adoption agency for any corgi they transport;
12. The Affiliate Club or National Club members that accept the transported rescue corgi shall rescue that particular corgi under the suggested guidelines of PWCCA Rescue;
13. The PWCCA Rescue Chairman will have the right to accept or decline a request for transportation based on information gathered concerning the rescue corgi;
14. The PWCCA Rescue Committee will not intervene if another non-affiliate rescue group or individual rescue worker can and will take the rescue corgi;

15. The PWCCA may pay to transport any corgi that is being sent to rescue because of an aggressive temperament and/or previous biting incident though said rescue corgi may or may not be placed after evaluation;
16. After the rescued corgi is properly placed, and all bills incurred by the Affiliate Club or foster home have been paid, the remaining money will be sent back to PWCCA Rescue Fund.
17. The Rescue Chairman, with the approval of the Board, may change these guidelines.
18. Expenditures are limited to \$350.00 per animal. Additional funds may be released on a case-by-case basis with board approval.
19. Postage and printing expenses are limited to \$700.00 without board approval.
20. Other expenditures over \$150.00 must be approved by the Board.
21. Affiliate Clubs' Corresponding Secretary and Rescue Contact's name and address will be added to the PWCCA Web site and they must annually reconfirm their desire to be excluded.

SERVICE AWARDS COMMITTEE

PURPOSE: The Service Awards Committee oversees production of the various awards given by the Pembroke Welsh Corgi Club of America.

TASKS:

1. To keep records and prepare service awards.
 - A. Engraved pewter "Fox-head" stirrup cups, pewter cups, etc. are given as tokens of appreciation to retiring officers and two-term board members.
 - B. Certificates of Appreciation are given to retiring committee chairmen with six years of consecutive service in these duties.
2. Prepare honorary membership certificates as directed by the Board.
3. Prepare certificates for ROM and ROMX awards upon receipt of the information from the Statistician. These certificates are presented by the President at the National Specialty.
4. The lettering on certificates is done in calligraphy.
5. Furnish a Rosette to give to Best of Breed when a PWCCA member judge goes to a foreign country to judge a Pembroke Welsh Corgi Specialty.

SHOW EVENTS COORDINATOR

PURPOSE: The Events Coordinator (Vice President) oversees the annual National Specialty and all Performance Events in coordination with the Performance Events Chairperson, Show Chairperson(s), and other committee members as well as the officers of the Pembroke Welsh Corgi Club of America.

TASKS:

1. Once the event location has been secured, the Events Coordinator works with the Show Chairperson and Performance Events Chairperson to secure the following:
 - A. Contract with Superintendent/Secretary for the events.
 - B. Contracts for Hotel and/or site location.
 - C. Contracts for tenting, photographer, and judges.
 - D. Submits application(s) to the AKC.
 - E. Coordinates with trophy/ribbon chairperson.
 - F. Coordinates with Education committee.
2. The Events Coordinator works with all members of the show team (conformation and performance) to ensure that all AKC rules and regulations are met.
3. The Events Coordinator makes sure that a copy of all contracts is supplied to each Show and Performance Events Chair and to the Treasurer.
4. The Events Coordinator works with all chairpersons to make sure that all financial matters related to the National Specialty/performance events are properly documented and that a full financial accounting of each activity is reported to the Treasurer.

The Show Events Manual contains all information pertaining to the Show Events Coordinators' duties in detail.

SHOW STEERING COMMITTEE

PURPOSE: The Show Steering Committee assists with the site selection process for future National Specialties. The committee also acts as an advisory group to the Vice President for problem solving related to show activities.

TASKS:

1. The Committee consists of the Vice President (Chairperson), three of the past five show chairpersons, and the current Performance Events Chair.

2. The Committee works to secure future show sites using the following criteria:
 - A. The specialty will be held on a rotational basis through four geographic regions--Northeast, Midwest, West, and Southeast. In 2000 the specialty will be held in Carlisle, PA (Northeast). The 2001 specialty will be held in St. Louis, MO (Midwest). The 2002 specialty will be held in the West, and the 2003 specialty will be held in the Southeast.
 - B. A show hotel must have hosted a specialty with an entry greater than 200.
 - C. A show hotel must have a minimum of 125 rooms, one or two stories is preferred.
 - D. The cost of a hotel room should not exceed \$100 per night.
 - E. The average length of the Specialty should be 5 days.
 - F. There will be one breed ring and one/two obedience rings depending on area.
 - G. Performance Events (not obedience) should be held before the actual specialty (Sweepstakes and regular classes).
 - H. A second hotel in the area with a cheaper rate should be located.
 - I. The Specialty can be indoors or outdoors depending on the site.
 - J. The hotel should have spacious grounds with plenty of dog walking areas.
 - K. There should be a nearby airport with good transportation.
 - L. The performance events to be held at the Specialty will depend on the facilities and manpower available.
 - M. The host hotel will have banquet/catering facilities available.
 - N. The host hotel will have meeting facilities (board and general membership meetings).

STANDARD REVIEW COMMITTEE

PURPOSE: The Standard Review Committee reviews the Pembroke Welsh Corgi standard and formulates revisions in accordance with the directives of the American Kennel Club and the Pembroke Welsh Corgi Club of America. All revisions must be approved by the membership.

TASKS:

STATISTICIAN--AGILITY

PURPOSE: The Agility Statistician keeps records of agility titles and awards in order to determine annual awards.

TASKS:

1. The statistician verifies titles earned for annual awards.
2. The statistician submits a report to the HANDBOOK, NEWSLETTER, Awards Coordinator, and Trophies and Awards Chair in April.
3. Statisticians will receive appropriate sections of AKC Awards from the PWCPA Business Manager for their record keeping duties.

STATISTICIAN--HERDING

PURPOSE: The Herding Statistician keeps records of herding titles and awards in order to determine annual awards.

TASKS:

1. The herding statistician sends out rules and forms, and approves Herding Instinct Test applications for PWCCA sanctioning.
2. The statistician keeps records of the results of Herding Instinct Tests given by clubs, issues Herding Instinct Certificates on Pembrokes who pass the Herding Instinct Test, collects appropriate fees and forwards them to the PWCCA Treasurer.
3. If sanctioned test results are not reported, the statistician contacts the appropriate person to secure the test information.
4. The statistician uses information from the AKC Annual Report Events Calendar issue, along with member submittals, to prepare the list for annual awards. The report includes the number of Herding titles issued for the year, and the number of PWCCA members who have earned those awards.
5. The annual report is sent to the NEWSLETTER, the HANDBOOK, the Awards Coordinator, and the Trophies and Awards Chair in April.
6. An overall list of passing Pembrokes is sent to the HANDBOOK editor for cross-referencing with annual HANDBOOK submittals.
7. A list of PWCCA members earning Herding Instinct Certificates for the previous year is also submitted to the NEWSLETTER and the HANDBOOK.
8. The statistician answers herding questions and refers the person to the correct organization or person.
9. Statisticians will receive appropriate sections of AKC Awards from the PWCPA Business Manager for their record keeping duties.

STATISTICIAN--OBEDIENCE

PURPOSE: The Obedience Statistician keeps records of obedience titles and awards in order to determine annual awards.

TASKS:

1. The statistician verifies titles earned for annual awards.
2. The statistician submits a report to the HANDBOOK, NEWSLETTER, Awards Coordinator and Trophies and Awards Chair in April.
3. Statisticians will receive appropriate sections of AKC Awards from the PWCPA Business Manager for their record keeping duties

STATISTICIAN--ROM/ROMX

PURPOSE: The ROM/ROMX Statistician keeps records of conformation titles to determine annual ROM/ROMX awards.

TASKS:

1. All champions finished are entered in the database on a monthly basis.
2. These champions are automatically entered on the sire or dam's record.
3. Periodically, the sire and dam's records are checked to determine if qualifications for an ROM/ROMX award have been met.
4. After all records for a year have been received and entered:
 - A. The chair notifies the Awards Coordinator so that ROM/ROMX certificates may be prepared and presented at the National Specialty.
4. The ROM/ROMX information is also sent to the HANDBOOK and NEWSLETTER.
5. Statisticians will receive appropriate sections of AKC Awards from the PWCPA Business Manager for their record keeping duties

STATISTICIAN--TRACKING

PURPOSE: The Tracking Statistician keeps records of tracking titles and awards to determine annual awards.

TASKS:

1. The statistician verifies titles earned for annual awards.
2. The statistician submits a report to the HANDBOOK, NEWSLETTER, Awards Coordinator, and Trophies and Awards Chair in April.
3. Statisticians will receive appropriate sections of AKC Awards from the PWCPA Business Manager for their record keeping duties

STATISTICIAN--VERSATILITY

PURPOSE: The Versatility Statistician keeps records to verify applications for Versatility and Versatility Excellent Certificates.

TASKS:

1. The statistician makes sure that the VC and VCX application form is printed in the NEWSLETTER at least twice a year. The application is also downloadable on the PWCCA web site.
2. The statistician accepts the applications for VC and VCX.
3. The titles are verified with the AKC records.
4. The list of VC and VCX awards is submitted to the President and to the person producing the certificates.
5. Awards earned the previous year are awarded at the National Specialty.
6. When new AKC titles are created, the statistician (working with input from the Performance Committee) decides on the point value.

VERSATILITY AWARD PROGRAM: The purpose of this program is to recognize Pembroke Welsh Corgis who have demonstrated versatility by earning a combination of advanced and mid-level titles in three or more AKC sanctioned areas (conformation, obedience, tracking, herding). It provides an incentive for owners to continue training and showing their corgis in a variety of areas.

The breeding, training, and exhibiting of versatile Pembrokes.

Award Program:

1. Two awards are available through this program: Versatile Corgi (VC) and Versatile Corgi Excellent (VCX).
2. The awards are open to PWCCA members and non-members.
3. The awards program will be administered through the PWCCA Performance Committee by a committee member appointed to run the versatility program.

4. The awards are based on a point system with different values for various AKC titles. Points in each area (conformation, obedience, tracking, herding) are not cumulative. Points will only be credited for the highest title achieved in each area.
5. Owners will be responsible for submitting an awards application to the Versatility chairperson with appropriate verification for each title.
6. All qualifying titles must be completed by December 31 of the year for which an award application is made.
7. The awards will be announced at the National Specialty and certificates will be issued to the owner of the dog at that time. Co-owners receive only one certificate. Awardees' names will appear in the NEWSLETTER and in the PWCCA HANDBOOK.
8. Awardees may use the initials VC or VCX on pedigrees. The titles should appear after all AKC titles.
9. For the first two years of the program awards will be made retroactively for corgis (living or dead) whose owners can verify their eligibility.

Requirements for the Versatile Corgi Award (VC)

1. The corgi must have earned titles in three of the five AKC program areas (conformation, obedience/rally, tracking, herding or agility).

Requirements for a Versatile Corgi Excellent Award (VCX)

1. The VCX Award may be achieved in one of two ways. Option 1 requires a Herding title. Option 2 does not but more points are required for the award.

Option 1: Pembroke Welsh Corgi must have earned titles in at least 3 of the 4 AKC *performance categories* (Obedience/Rally, Tracking, Herding, Agility). One of these titles must be a UDX, OTCH, TDX, VST, HX or MACH, and a **Herding title is required** with not less than 26 points. Conformation CH points can count toward the total.

Option 2 Pembroke Welsh Corgi must have earned titles in at least 3 of the 4 AKC *performance categories* (Obedience/Rally, Tracking, Herding, Agility). One of these titles must be a UDX, OTCH, TDX, VST, HX or MACH, and a **Herding title is not required**. A total 32 points is necessary for this award. Conformation CH points can count toward the total.

Versatile Corgi Point System:

Versatility Point System

Conformation	Obedience/Rally	Tracking	Herding*	Agility**
CH -- 6 pts.	RN -- 0 pts. RA -- 1 pt. RE -- 2 pts. RAE -- 3 pts. CD -- 4 pts CDX -- 6 pts UD -- 10 pts UDX -- 12 pts OTCH -- 14 pts	TD -- 4 pts TDX -- 12 pts VST -- 12 pts CT -- 14 pts	HT -- 2 pts PT -- 4 pts HS -- 6 pts HI -- 8 pts HX -- 12 pts HC -- 14 pts	NAP, NJP, NFP – 3 pts. OAP, OJP, OFP – 4 pts. AXP, AJP, XFP – 5 pts. MXP, MJP, MFP – 6 pts. PAX – 8 pts. NA, NAJ, NF – 4 pts. OA, OAJ, OF – 6 pts. AX, AXJ, XF – 10 pts. MX, MXJ, MXF – 12 pts. MACH – 14 pts.

Notes:

VCX qualifying titles in each performance category are **boldfaced**.

Obedience/Rally count as one category.

*Herding – only one title is credited per type of stock, and only on one course. For example, an HS on ducks or sheep is credited as an HS, and the course it is earned on does not matter.

**Agility – points cannot be earned for both Regular and Preferred classes at the same level. The Regular class takes precedence over the Preferred class. Dogs must earn two of the three titles (standard, jumpers, fast) at each level to receive credit for the points for that level.

TREASURER

PURPOSE: The Treasurer shall collect, receive, and disburse all moneys due or belonging to the Pembroke Welsh Corgi Club of America and the Pembroke Welsh Corgi Publications of America.

TASKS:

1. Deposit all club funds into the designated depository.
2. Review all check requests for proper documentation and approvals; write and send checks for appropriate expenditures.
3. Oversee the work of the Specialty Treasurer.
4. Prepare financial reports for each Board meeting.
5. Prepare a year-end financial statement for the Board.
6. Hire a qualified individual to prepare the annual tax returns for the club and for the corporation. Prepare a year-end financial statement (in a tax format) for that individual. Review the prepared tax returns, sign and file. Prepare and file any tax extensions necessary.

7. Prepare and file the Annual Reports for Delaware.
8. Contract for annual statutory representation in Delaware.
9. Annually, negotiate and renew insurance coverage for (a) general liability, (b) officers and directors' liability, and (c) fidelity bond. Request and disseminate any insurance certificates needed during the year.
10. Prepare a financial report for each Performance Events activity held outside of the week of the National Specialty.
11. Upon request, provide to committee chairs historical information on their committee's revenues and expenses.
12. Treasurer may charge appropriate fees to cover conversion of foreign currency.
13. Prepare and send to the Audit Committee a monthly statement of activity.

TREASURER - SPECIALTY

PURPOSE: The Treasurer-Specialty shall collect, receive, and disburse all moneys related to the National Specialty.

TROPHIES AND AWARDS COMMITTEE

PURPOSE: The Trophies and Awards Committee is responsible for the inventory and care of trophies belonging to PWCCA and the purchase of additional trophies and awards to be presented at the National Specialty and to affiliate clubs.

TASKS:

1. Trophies:
 - A. Conduct a yearly inventory of all supplies.
 - B. Order trophies for Specialty (including obedience and performance events - herding, tracking, agility).
 - C. Have trophies engraved.
 - 1) Best of Breed (15" service tray, Freebooter, Coco Chanel).
 - 2) Best of Opposite Sex (15" service tray).
 - 3) Best of Winners (Revere Bowl for National and Regional Specialties).
 - 4) High in Trial (Roz Hart 15" service tray).
 - 5) Winners Dog and Winners Bitch (12" round service tray).
 - 6) Best in Sweepstakes - Puppy and Veterans (11" Octagonal Tray).
 - 7) Best Opposite in Sweepstakes - Puppy and Veterans (9" Octagonal tray).
 - 8) Top Member Owned Pembroke Welsh Corgi (8 1/2" service tray).
 - 9) Herding Trophy Perpetual Trophy plaque.
 - D. Review premiums for Specialty and all performance events for correct trophy information.
2. Annual Awards Sub Chair: (Separate position, reports directly to the Trophy Chair--see ORACLE #19-B):
 - A. Maintains inventory of spoons.
 - B. As Conformation Statistician keeps records of conformation titles to determine annual awards.
 - C. Obtains lists of award winners from statisticians for obedience titles, agility titles, herding titles, and tracking titles.
 - D. Writes a letter for each award and mail with spoon to recipient.
3. General:
 - A. Writes a thank-you letter to each person who contributes to the trophy fund.
 - B. Have Tasha Tudor Certificates signed by President and Secretary. Mail to the regional clubs.
 - C. Maintains inventory of Tasha Tudor Certificates and Perpetual trophy/scholarship fund certificates.
 - D. Prepares biannual board reports.
 - E. Mails Marjorie Butcher BOW rotating trophy to regional club.
4. Specialty:
 - A. Transportation of trophies to the specialty.
 - B. Set up trophy table on a daily basis.
 - C. Order Illustrated Standard and have bound in leather and engraved for breeder of Best of Breed. (Trophies & Awards Committee)
 - D. Order Science Diet Medallions for Veterans Dog and Bitch.
 - E. Have tablecloths dry-cleaned.

ADDITIONAL TROPHIES AND AWARDS COMMITTEE POLICIES AND PROTOCOL

1. Trophy donations will be listed alphabetically in the show catalog.
2. At the judge's discretion Selection of Merit may be given to any number of dogs and bitches, not to exceed a total of 10% entered for Best of Breed. Selection of Merit may be awarded to any dog or bitch entered with the exception of Best of Breed and Best of Opposite Sex.
3. Co-owners of the winners of Tasha Tudor Best of Breed certificates may purchase additional copies for \$50.
4. The LeMoges trophies donated by Gus Ramm will be used for Best of Breed and Best of Opposite in Veterans Sweepstakes.

5. The trophy fund will be removed from the Specialty Show budget. Cost will be prorated and charged to each Specialty.
6. PWCCA will support with trophies a supported entry for a regional club willing to put on an event for PWCCA.
7. Best of Breed Challenge Trophy to be offered at the National Specialty. It will be an original commissioned Damera Bolte bronze statue of CH Nebriowa Coco Chanel donated in memory of Larry Cunha, to be known as the CH Nebriowa Coco Chanel Challenge Trophy. M/S/C The Board of Directors ratified the Executive Committee decision to accept the new challenge trophy.
8. Award for the highest scoring PWC at the PWCCA Herding trial donated by Mary Frances Marrow. This trophy must be won three times by the same owner for permanent possession.
9. Award \$300.00, as a scholarship to the veterinary college selected by the owners of HIT in memory of CH Forfox Liz Claiborne CDX.
10. Board established a memorial challenge trophy in memory of Tri-umph's Turning Hearts CDX MX MXJ MAD, "Poppy," to be awarded annually to the corgi winning the High in Excellent Award in Agility at the PWCCA National Specialty with the following provisions:
 This trophy must be won three times by the same owners, not necessarily with the same dog, before the winner may take permanent possession; this trophy will remain in the possession of the trophy chairperson until it is won outright; the trophy will be a bronze sculpture by artist Elizabeth Trail of 'Poppy' doing the weave pole obstacle, mounted on a permanent base, with a plate describing the trophy; included will be 20 removable plates to be engraved with the yearly winner's information; a wooden shipping case will be included, which will be lined with padding in the shape of the trophy; this trophy is to be offered for the first time at the 2000 PWCCA National Specialty.
11. The Board authorized any entity wishing to offer an award at the PWCCA National Specialty submit a written request to the Trophy Chairperson no later than the date of the Board's Spring Meeting immediately preceding that specialty. (Clarification of Policy: Such a request should include details of the award, including the amount. The Trophy Chair shall then present the request to the Board at the spring meeting with a recommendation of approval or denial. Entities whose requests are approved shall then be required to send funds to the Treasurer at least one month prior to the date of the Specialty.)
12. The Board authorized one-third of funds donated with annual dues remain in the Trophy and Annual Award Fund to be used to cover committee operating expense.
13. The Board designated the two Beswick Corgi figurines, donated in memory of Ruth M. Kuruce, as perpetual trophies to be awarded to the Veteran Dog and Veteran Bitch at the National Specialty beginning in 2002.
14. The Board must approve perpetual/memorial trophies. Perpetual/memorial trophies should have a requirement that the trophy be won three times by the same owners not necessarily with the same dog before the winner may take permanent possession. The trophy will remain in the possession of the trophy chairperson until such a time as it is won outright. The trophy must be of a durable material such as pewter, bronze, etc. No ceramic, glass or fragile materials. Statues must be mounted on a permanent base with a plate describing the trophy. There must also be approximately 20 removable plates for annual engraving. The club will pay for the annual engraving. If a plate, pitcher, etc. is donated, the initial engraving (trophy description) must be done by the person donating the trophy or the trophy chairperson can have it engraved and the donor can reimburse the club. The trophy should have room for at least 20 names to be engraved with the club paying for the annual engraving. There should be a limit on the number of perpetual trophies per award (Recommended two or three per award). The trophy donation must include a shipping case made of a permanent material in the shape of the trophy. A time limit will be set to address premium deadlines. (Recommend approval at the fall board meeting for the following year). Provide PWCCA web site link of trophy and description.
15. The Board approved limiting the award of a spoon in each event to one per level of competition.
4. The Board accepted Bill Kennedy's re-donation of 'CH Larklains Bilu Rory CD' Memorial Challenge Trophy for Best of Winners at the National to begin in 2004. Trophy is in memory of Joan Kennedy. It is to be won three times by the same owner, but not necessarily the same dog nor in consecutive years. Trophy is a Colonial Pewter Loving Cup approximately 16 inches tall and engraved. First offered in 1971 to BW at the PWCCA Specialty Shows by Mr. and Mrs. Travis P. Shackelford.

TROPHY SPONSORSHIP COMMITTEE

PURPOSE: The Trophy Sponsorship Committee shall seek sponsorship for the various classes at the PWCCA National Specialty

TASKS:

1. To set an appropriate dollar amount for the sponsorship of each of the classes offered at the PWCCA National Specialty, to include both conformation and performance.
2. The Committee shall advertise the availability of these sponsorships through various means.
3. The Committee shall keep track of those sponsoring the classes, and notify the appropriate persons for the sponsorships to be included in the show catalog.
4. The Committee shall in some fashion express gratitude to the sponsors.

VICE PRESIDENT

PURPOSE: The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity.

TASKS:

1. The Vice-president of the PWCCA as Show Events Coordinator will be responsible for signing any and all contracts pertaining to PWCCA show events both conformation and performance and that the Vice-president be the repository for all such executed contracts. In the event the Vice-president is unavailable any PWCCA officer can sign said contracts. Copies of all such contracts will be furnished to the Treasurer as soon as executed.
2. The National Specialty Conformation Chairman and National Specialty performance Chairman will report to the Vice President

WAYS AND MEANS COMMITTEE

PURPOSE: The Ways and Means Committee formulates and implements projects to create revenue for the Pembroke Welsh Corgi Club of America.

TASKS:

1. Procure and sell various Corgi/dog related items at the National Specialty as well as by mail order.
2. Submit Ways and Means ads to the NEWSLETTER by each regular deadline.
3. Submit ad to the summer NEWSLETTER for items being offered at that year's National Specialty. This allows for pre-sales.
4. Operate a booth at the National Specialty to sell Ways and Means items.
5. Organize and run the annual National Specialty raffle.
2. Check with the National Specialty Chairman to make sure that there is neither conflict of interest nor duplication of efforts concerning the Ways and Means Committee moneymaking projects at the National Specialty.
3. Defined by the Board - the Ways and Means chairman is the one who must approve any and all raffles held by any committee or subcommittee for the PWCCA.
4. Regarding Ways and Means: Recommended that 1. Purchasers are asked to reimburse the shipping costs when purchasing Louisville Stoneware. 2. Ways & Means items not are available to commercial vendors. 3. Each individual purchaser is limited to 8 of any one stoneware item

MISCELLANEOUS POLICIES AND PROTOCOLS

DUES AND MEMBERSHIP

1. Recording Secretary shall send out dues notices to members and Affiliate Clubs on or around Nov. 1. A return envelope to the treasurer shall be included if feasible.
2. Affiliate dues notices are sent via email to the Affiliate Treasurer, Corresponding Secretary, and President.
3. Dues not postmarked by Dec. 31 are subject to a \$50 late fee (members and Affiliates)
4. A second notice is sent out Jan. 2 to all delinquent members. Affiliates dues are due by the 15th, send out notice 16th.
5. A final notice is sent Jan 15. to those who have still not responded.
6. Members and Affiliates whose dues with late fees not received by Jan. 31 will be considered terminated. Members and Affiliates wishing to be reinstated will need to apply to the Board prior to the Spring meeting, and will be charged a \$100 reinstatement fee, along with membership dues, if reinstatement is granted.

22-L, 3/20/03, pg. 1: Following a discussion regarding lapsed/late membership renewal and time and costs associated with same, and upon motion of Shirley Graef, seconded by Chari Magnan, and unanimously carried, the Board established a reinstatement fee of \$100 for lapsed membership effective January 1, 2004.

PEMBROKE WELSH CORGI PUBLICATIONS OF AMERICA

COMMITTEE JOB DESCRIPTION MANUAL (Updated 8/2010)

PWCPA ADVERTISING EDITOR

Advertising Editor- Responsibilities:

1. Communications with advertisers
2. Communications with publisher regarding advertisements
3. Advertising Guidelines
4. Advertiser Index
5. Dog Index
6. Receives payment for advertisements and forwarding to Treasurer in a timely manner

Procedures:

1. Create a log of advertisements as they are received. This log includes the advertiser(s) name(s), kennel name(s), date received, Early Bird coupons due, number of pages, number of pictures, amount paid, amount of Early Bird coupons submitted, value of free advertisement, credit due or credit used and placement requests. The spreadsheet also contains columns for date submitted to publisher, comments, and a column for verifying that a proof has been received from the publisher.
2. Create a notebook of advertising materials organized in protective sleeves so that each advertisement can be distinguished and matched to its listing in the advertisement log. This would include all photos, logos not already at publisher, etc.
5. Make sure all graphics and artwork used in the advertisements are in a format that can be used by the publisher and are high resolution, or that a clear hard copy is provided so that a good scan can be made.
6. Make sure digital photographs submitted are high resolution. Warn advertisers against use of low-resolution images.
7. Review all advertisements submitted. Encourage advertisers to submit ads in either MS Word, Quark Express or Adobe.
8. Communicate with publisher and inform advertisers of any problems with their advertisements (missing logos, missing fonts, etc.)
9. If ad submitted on CD, print a hard copy of the completed layout of each advertisement to include with the advertisement to be submitted.
10. Submit notebook of the hard copies, pictures, and any other material submitted by the advertiser. Submit the advertisements in two to three batches so that work can begin on early submissions.
11. All ad layouts will be done by the publisher. The Advertising Editor is responsible for receiving the materials and sending them in an organized manner to the publisher.
12. Create the advertiser index and send it in the format needed to the publisher and in Excel format to person responsible for creating/maintaining the address labels for advertisers. Provide a copy for the Newsletter Editor.
13. Create the dog index from the log of those used in advertisements, plus the log submitted by the Critiques Editor. Send the dog index in the format needed to the publisher and provide a copy for the Newsletter Editor.
14. Reviews proof submitted by the publisher and submit corrections to the Newsletter Editor.
15. Reconcile payment received with the number of pages and pictures and the value of any free advertisements or credits. Verify or resolve any discrepancies.
16. Mail checks and a copy of the advertiser log to the PWCPA Treasurer in a timely manner so that checks can clear the bank prior to publication, if possible.
17. Print Early Bird coupons. Obtain addresses and mail Early Bird coupons that are due. Add the Early Bird coupons sent to the Early Bird coupon log.
18. Check off Early Bird coupons used by advertisers on the Early Bird coupon log.

Hardware/Software/Skills:

1. The ability to work well with others and meet deadlines
2. PC with Zip Drive, 3.5" Floppy drive, and CDRW (or current technology)
3. Printer
4. Scanner
5. Microsoft Office Professional (Word, Excel, Access, Publisher)
6. Adobe Acrobat
7. *Adobe PageMaker
8. *Adobe Illustrator
9. *Adobe PhotoShop
- *Quark Express

*Optional, but not necessary.

PWCPA NEWSLETTER COMMITTEE

PURPOSE: The PWCPA Newsletter Committee oversees operations and editorial policies of the PWCPA Newsletter.

PWCPA NEWSLETTER EDITOR

PURPOSE: The NEWSLETTER EDITOR prepares for publication the NEWSLETTER of the Pembroke Welsh Corgi Publications of America according to the PWCPA Constitution and By-laws and in the spirit of the Mission Statement of the NEWSLETTER.

TASKS:

1. Works with individuals and specialty clubs to collect materials, articles, columns, etc.
2. Contracts with a qualified publisher and, if necessary, printer who will produce a quality product.
3. Receives all materials submitted for inclusion in the NEWSLETTER. Catalogs all materials and monies received, including advertising, regular and non-regular articles and/or columns, candid photos, show reports, letters to the editor, etc.
4. Reviews all materials received to ensure completeness, including correct fees, if applicable, well-marked photos, thorough instructions regarding the material, etc. Makes any appropriate changes to the material, including correction of misspellings, typographical errors, etc. The Editor may use discretion in correcting grammar in articles, columns or advertising to protect the qualitative integrity of the NEWSLETTER.
5. Prepares all material received for publication by organizing each item individually in a packet. Each packet should include any originals received, any re-draft done by the Editor and clear instructions, written by the Editor, regarding placement or layout of the material.
6. Delivers all materials, in a timely fashion, to the publisher. Many materials can be e-mailed directly; in this case, hardcopy should be sent as well. Advertisements can be submitted electronically only partially as photos must be mailed, except in rare cases where the advertiser has access to a professional quality scanner.
7. Proofs the NEWSLETTER draft for mistakes, misspellings, etc., and provide corrections to the publisher within 24 hours of receipt of the draft.
8. Collects all pertinent advertising fees. Contacts advertisers to arrange for the correction of any errors in monies submitted. Sends monies collected, along with a detailed log, to the PWCPA Treasurer immediately upon finalization of each issue.
9. Continually reviews the publication information (masthead, etc.) to ensure that all information contained therein is current and correct.
10. Returns any materials as necessary to the appropriate individual(s) or club(s), taking care to return those materials in good condition and order.
11. Directs the activities of the NEWSLETTER committee; selects Assistant Editors (Conformation and Performance Events) and coordinates their activities.
12. Continues to research techniques, subject matter and/or formatting that would improve the NEWSLETTER in publication quality, quality of content, profitability and value to the readership and to the PWCCA.
13. Keeps detailed records of any expenses (or income) relative to the NEWSLETTER. Provides an accurate accounting, including receipts, of relevant expenses annually, or as necessary, to the Business Manager.
14. Accomplishes, as necessary, any appropriate correspondence relative to the production of the NEWSLETTER.
15. Resolves any editorial issues promptly and fairly. Business affairs are to be referred to the Business Manager.
16. Adheres to the stated deadlines for receipt of material to assure adherence to the stated time lines for publication of the NEWSLETTER.

RESPONSIBILITIES:

1. Communications with staff and outside contributors
2. Communications with publisher
3. Planning Issue Content in Advance
4. Selecting Articles for Publication from Material Submitted
5. Creating Log for each Issue
6. Supervising Staff
7. Guiding Policy Development and Enforcing Policy
8. Selection of Cover Photo

PROCEDURES:

1. Create a log of material for each issue as it is received. This log includes columns for date submitted to publisher and a column for verifying that a proof has been received from the publisher.
2. Edit articles for grammar, spelling, clarity and accuracy.
3. Scan all photographs as a low resolution image for placement.
4. Make sure digital photographs submitted are high resolution.

5. Convert articles submitted in any format other than Word to Microsoft Word.
 6. Check Calendar of Events for accuracy and reformat cells (Excel document) as needed.
 7. Communicate with publisher about any foreseeable problems.
 8. Print a hard copy of the completed layout of each article with photos, except critiques, to include with the photo(s) to be submitted.
 9. Prepare a column each issue, "Editorial Comments" which introduces the articles for that issue and/or relays specific event information.
 10. Mail all photos and article layouts to publisher ten days after deadline.
 11. Create a log of articles for the publisher indicating all material submitted for publication and its preferred location.
 12. Review proof submitted by the publisher and compare to corrections submitted by Advertising Editors.
 13. Review corrections to proof in PDF format.
 14. Give final approval for publication.
15. After receiving photos back from the publisher, mail photos back to editors or individual contributors.

HARDWARE/SOFTWARE/SKILLS:

1. Editing and grammar skills necessary to prepare final product for publication.
2. Ideally, journalism experience, excellent writing skills, as well as understanding of journalistic role of editor and layout process.
3. The ability to work well with others and meet deadlines.
4. PC or Macintosh with 3.5" Floppy drive, CDRW (or other current technology)
5. Printer
6. Scanner
7. Microsoft Office Professional (Word, Excel, Access, Publisher)
8. Adobe Acrobat

PWCPA ASSISTANT NEWSLETTER EDITOR - CONFORMATION

PURPOSE: The Conformation Editor assembles materials relevant to conformation activities for inclusion in the NEWSLETTER of the Pembroke Welsh Corgi Publications of America, according to the PWCPA Constitution and By-laws and in the spirit of the Mission Statement of the NEWSLETTER.

TASKS:

1. Collects all appropriate Specialty Show Reports, including Judges' comments and critiques, photos and marked catalogs, articles or columns related to conformation or any other materials selected for publication.
2. Reviews all material for proper formatting, content, accuracy, and quality. Reviews all photos to ensure proper labeling. Reformats critiques as necessary to conform to the stated formatting preferences.
3. Reviews publisher's draft for misspellings, typographical errors, misplaced photos, etc.; makes appropriate corrections and returns to the publisher within 24 hours of receipt of draft. The Conformation editor may use discretion in correcting grammar in order to protect the qualitative integrity of the NEWSLETTER.
4. Returns all materials to the appropriate individual(s) or club(s) in good order and in good condition.
5. Communicates regularly with the NEWSLETTER readers relative to guidelines for preparation of critiques and show-related materials.
6. Continually researches materials, subject matter and/or formatting that would enhance the representation of conformation-related activities in the NEWSLETTER.
7. Keeps detailed records of any expenses (or income) related to the NEWSLETTER; submits an expense report (open format) annually or as necessary, including receipts, to the Editor for reimbursement.
8. Resolves any material/content issues promptly and fairly; advises the Editor regarding the issue and solution.
9. Adheres to the stated deadlines for receipt of material to assure adherence to the stated time lines for publication of the NEWSLETTER.

PWCPA ASSISTANT NEWSLETTER EDITOR - PERFORMANCE EVENTS

PURPOSE: The Performance Events Editor assembles materials relevant to Performance Events and/or activities for inclusion in the NEWSLETTER of the Pembroke Welsh Corgi Publications of America, according to the PWCPA Constitution and By-laws and in the spirit of the Mission Statement of the NEWSLETTER.

TASKS:

1. Collects all appropriate articles or columns related to any facet of Performance Events: obedience, agility, herding, tracking, versatility, CGC, therapy, etc.
2. Reviews all material for proper formatting, content, accuracy, and quality. Reviews all photos to ensure proper labeling.
3. Returns all materials, as necessary, to the appropriate individual(s) or club(s) in good order and in good condition.

4. Continually researches materials, subject matter and/or formatting that would enhance the representation of performance-related activities in the NEWSLETTER.
5. Keeps detailed records of any expenses (or income) related to the NEWSLETTER; submits an expense report (open format) annually or as necessary, including receipts, to the Editor for reimbursement.
6. Adheres to the stated deadlines for receipt of material to assure adherence to the stated time lines for publication of the NEWSLETTER.

PWCPA NEWSLETTER SUBSCRIPTION MANAGER

PURPOSE: The Newsletter Subscriptions Manager handles all subscriber matters pertaining to the NEWSLETTER.

TASKS:

1. **NEWSLETTER:**

- A. Receives and maintains subscription files and mailing list.
- B. Notifies subscribers when it is time to renew their subscriptions.
- C. Handles subscription inquiries.
- D. Deals with issues of non-receipt of Newsletter.
- E. Receives, researches, and resolves any returned mail for the Newsletter.
- F. Provides electronic copy of subscription file when requested to the **Mailing Label Coordinator** to produce mailing label file used by the NL publisher's mail house to distribute the NL.
- G. Provides quarterly counts of subscriptions and members so the PWCPA PUBCORP Coordinator can calculate the number of issues to be printed.
- H. Documents and forwards all funds received to the Treasurer in a format mutually agreeable to the PUBCORP Coordinator and the Treasurer.

MAILING LABEL COORDINATOR

PURPOSE: Responsible for obtaining mailing label lists from PWCCA Recording Secretary, PWCPA NL Subscriptions Manager, and NL advertising manager, sorting and combining the various lists for use by the NL Mail House.

TASKS:

1. When notified by the NL editor that the NL is in final production, contacts the PWCCA Recording Secretary, NL advertising manager and the PWCPA NL Subscriptions Manager to obtain mailing lists for: members, honorary members, foreign members, exchange editors, all subscribers and advertisers in the current NL edition.
2. Eliminates duplicate names from membership/honorary member lists; creates mailing list for advertisers and removes those names from the membership list.
3. Prepares excel workbook containing separate worksheets for each type of mailing: advertiser returns, exchange editors, USA and Foreign; sets up appropriate column heading on each worksheet. Note: Until all subscribers are converted to first class mailing, there will be an additional division of bulk and priority in each type (USA and Foreign).
4. Merges the source files into the correct type of mailing-Advertiser returns, exchange editors, USA or Foreign.
5. Verifies that all foreign addresses are correctly formatted.
6. Prepares control totals and reconciliation worksheet in excel workbook to account for all names.
7. Produces and electronically sends pdf file to newsletter publisher (he cannot open excel files) and sends excel file to mail house. Requests receipt confirmation from both individuals.

NOTE: New files must be used every mailing to ensure accuracy of addresses and subscribers. Obtain the PWCCA list from the Recording Secretary.

PWCPA HANDBOOK EDITOR

PURPOSE: The HANDBOOK Editor produces the annual PEMBROKE WELSH CORGIS IN AMERICA HANDBOOK.

TASKS:

1. Selects HANDBOOK Committee members and delegates tasks to the various members.
2. Sets and controls content to ensure that the HANDBOOK adequately reflects the story of the Pembroke Welsh Corgi in the United States and (space permitting) elsewhere.
3. Prepares ad copy for NEWSLETTER edition coming out immediately prior to Handbook entry deadline.

4. Interacts with the PWCPA Board Coordinator to ensure that a quality product is produced at a profit and in a timely manner. Exact publication date is based on the date of the PWCCA National Specialty; in those years when the National is held later than September, the Handbook is delayed by at least two months in order to obtain all results and photographs.
5. Sets up and monitors control sheets as insertions are received from the Assistant Editor.
6. Maintains paper and electronic documentation of all activities, control sheets, printer copy, etc. for use with future editions.
7. Resolves editorial and content issues promptly and appropriately.
8. Prepares final copy using Adobe PageMaker or other printer-designated software, including all honor roll pages, using materials submitted by committee chairmen, specialty results, and Handbook entrants.
9. Coordinates with publisher/printer to place all scanned photographs into PageMaker or other printer-designated software; finalizes color corrections, as necessary.
10. Proofs or coordinates final proofs of all sections of the handbook, including visual verification of the correct placement of all photographs, based on information supplied by submitters.
11. Assigns tasks/coordinates tasks with the **assistant editor** as follows:
 - A. Receives and documents all paid Handbook entry material.
 - B. Receives and documents all pre-publication Handbook sales in a format mutually agreeable to the Handbook Editor.
 - C. Documents and forwards all funds received to the Treasurer in a format mutually agreeable to the Treasurer.
 - D. Receives and logs pre-publication sales information from the Treasurer into a pre-publication log.
 - E. Receives and documents post-publication Handbook orders and forwards them to the Main PUBCORP Distributor.
 - F. Works with the Editor to return all photos after publication of the Handbook.
 - G. Assists the Editor with the mailing of all new title letters to solicit honor roll entries.
12. Receives monthly AKC new titles lists; distributes copies of files electronically to awards coordinators.
13. Merges AKC new titles lists into maximum of two files for mailing of new titles invitation letters; eliminates all duplicate entries prior to production of mailing labels.

PWCPA PUBLICATIONS INVENTORY MANAGER

PURPOSE: The Publications Inventory Manager is responsible for expediting charge/phone/mail orders for all publications of the PWCCA and PWCPA that are for sale. Stores and mails old and current publications upon request of the PWCPA PUBCORP Newsletter Subscription Manager and Handbook Editor.

TASKS:

1. Stores all old and current publications from the PWCCA and PWCPA that are for sale (i.e. NEWSLETTERS, HANDBOOKS, and STANDARDS, and others).
2. Keeps an inventory of what is stored.
3. Receives orders for materials stored, including newsletters, handbooks, books, etc. Individuals authorized to forward orders include the PWCPA newsletter subscriptions manager, the handbook editor/assistant editor and the PUBCORP Coordinator.
4. Fills the orders; delivers these orders to the Post Office and mails them.
5. Mails out all orders requested by the PWCPA PUBCORP Newsletter Subscription Manager and Handbook Editor.
6. Sends postage and mailing bills to the Treasurer.