



Columbia Kennel Club Inc.

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# Columbia Kennel Club Job Descriptions

Board approved 5/1/1996  
Updated 10/2002  
Updated 11/6/2015



## Columbia Kennel Club Inc.

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### Job Description

## President

(See also BOARD OF DIRECTORS job description)

#### Constitutional Duties:

1. Presides at all meetings of the Club and of the Board.
2. Has the duties and powers normally appurtenant to the Office of President.
3. May give a President's report at Club meetings.
4. May call Special Board and Special Club meetings.
5. Shall conduct the membership meeting that considers the Board's recommendation that a member be expelled (Article VII, Section 3)

#### General Duties:

1. Has no opinions but may offer other sides to discussions.
2. Does not vote (with the exception of secret ballots) except in the case of a tie vote.
3. Voting on applications for membership is performed as a Club member, not as President.
4. Attends all Board and Club meetings.
5. Does everything within his/her power to lead the Club in the direction set by its members.
6. Conducts necessary hearings.
7. Acts as moderator during discussions.
8. Ensures that every member is heard.
9. Ensures that the Order of Business as described in the Constitution is followed.
10. Acts as Club representative when directed by the membership or Board.
11. Solicits nominations from the membership for committee chairs for vacant Club positions.
12. Presents recommendations, when warranted, to the membership
13. Serves as an ex-officio member of all committees, including but not limited to, the Show Committee and the Judges Selection Committee.
14. Serves as the Program Chair
  - a. Solicits program ideas for presentation at Club meetings.
  - b. Contacts presenters for cost, availability, and scheduling.
  - c. Presents program cost information to the Board or to the membership for approval.
  - d. Makes all necessary arrangements for program and presenter.
  - e. Maintains a record of all activities that can be provided to the AKC for verification that CKC has met AKC requirements for show approval.
15. The President is a member of the Board of Directors and therefore has those additional duties.
16. Transfers to the Historian all records two calendar years old or older.



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Job Description

**Vice President**

(See also BOARD OF DIRECTORS job description)

Constitutional Duties:

1. Has the powers and exercises the duties of the President in case of the President's death, absence, or incapacity. (Article III, Section 2, b)
2. Serves as the membership chairman.
3. All membership applications are to be filed with the Vice-President and each application is to be read at the first meeting of the Club following its receipt.

General Duties:

1. Serves as President when directed.
2. Attends all Board and Club meetings.
3. As the Membership Chair:
  - a. Maintains a supply of membership application forms.
  - b. Receives the completed membership applications and verify attendance with the Corresponding Secretary
  - c. Reads the membership applications at the first Club meeting following their receipt and again at the next meeting.
  - d. Provides a ballot to each Club member when voting on membership applications.
  - e. Conducts the voting process for membership and reports the results.
  - f. Transfers the approved applications of new members to the Corresponding Secretary and keeps a copy of the application.
  - g. Provides the CKC Manual to new Club members.
  - h. Greets visitors at Club functions.
  - i. Provides prospective members a packet that includes a letter of welcome, a membership application, a copy of the Constitution and Bylaws, and a list of the Club's officers and Board members with the telephone numbers of the Vice President and Secretary.
  - j. Contacts either by phone or mail all visitors who have not returned to meetings within a four-month period and inquires/encourages attendance and membership. (All correspondence shall carry the Club's name).
  - k. The Vice President is a member of the Board of Directors and therefore has those additional duties.
    1. Keeps the Club's medallions and membership pins.



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- m. Presents a Club pin and membership card to each new member and sells additional pins to current members only.
- n. Transfers to the Historian all records two calendar years old or older.



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Job Description

**Recording Secretary**

(See also BOARD OF DIRECTORS job description)

Constitutional Duties:

1. Keeps a record of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club.
2. May give a report at Club meetings.
3. May give a report at Board meetings.
4. Receives written charges from any adult member against another member. Sends a copy of the charges to each Board member. If the Board decides to hold a hearing, the Recording Secretary promptly notifies the accused member per Article VII, Section 2. After such hearings, the findings are filed with the Recording Secretary, who in turn, shall notify each of the parties of the Board's decision and penalty, if any. (Per Article VII, Section 3)

General Duties:

1. Attends all Board and Club meetings.
2. Utilizes a tape recorder to insure accuracy of meeting minutes at the discretion of the Recording Secretary.
3. Records, types and distributes complete minutes of :
  - a. Board minutes to all Board members.
  - b. Club meeting minutes to all Club members no later than 14 days after the club meeting. Minutes are followed to the Corresponding Secretary to distribute to membership.
  - c. Retains copy of minutes of all Board and Club meetings and to the Club Historian with 30 days following approval.
  - d. Retains the Recording Secretary's records from the previous calendar year.
- e. The Recording Secretary is a member of the Board of Directors and therefore has those additional duties.
- f. Transfers to the Historian all records two calendar years old or older.



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### Job Description

## Corresponding Secretary

(See also BOARD OF DIRECTORS job description)

#### Constitutional Duties:

1. May give report at Club meetings.
2. May give report at Board meetings.
3. Has Charge of the correspondence.
4. Notifies new members of their election to membership.
5. Notifies officers and directors of their election to office.
6. Keeps a roll of members of the Club with their addresses.
7. Provides and retains a meeting roster signed by each member present.
8. Records the names of dues paying members received from the Treasurer.
9. Receives the written notice of resignation from members.
10. Calls Special Club meetings per Article IV, Section 2.
11. Notifies each Club member of Special Club meetings per Article IV, Section 2.
12. Mails includes email notices of Board meetings to Board at least 5 days prior to the date of the meeting.
13. Calls Special Board meetings per Article IV, Section 4.
14. Notifies Board members of Special Board meetings per Article IV, Section 4.
15. Notifies the Nominating Committee Chair, members, and alternates of their election.
16. Receives the Nominating Committee's written report of candidates.
17. Notifies each Club member before September 15 of the candidates so nominated per Article V, Section 4 b.
18. Receives written acceptance of nominations from members who are absent at the October meeting.
19. Upon receipt of a written resignation from a member, researches their debt status with Club. (Then notifies the member and membership of status with the Club.)
20. Receives petitions for amendments to the Columba Kennel Club Constitution and By-Laws. Submits Board recommendations to the membership within 60 days of receipt of the petition per Article VIII.

#### General Duties:

1. Attends all Board and Club meetings.
2. Notifies AKC of annual Club elections.
3. Notifies members of their appointment to committees.
4. Keeps a current list of Club membership, with addresses, phone numbers and breeds.
5. Keeps a record of all correspondence and membership applications for the current year.



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6. Promptly relays AKC correspondence to appropriate individuals: President, Treasurer, Show Chair, Match Chair, etc.
7. Provides the Nominating Committee with a list of eligible candidates for nomination within 5 days of the August meeting.
8. Sends guests the next two monthly meeting notices following their first attendance.
9. Mails/Emails a written notice of Club meetings to members at least 10 days prior to the date of the meeting,
10. Updates the CKC Manual with changes.
11. Mails and emails in August, a survey card to members that verifies their willingness to chair and/or serve on the Nominating Committee.
12. Retains the Corresponding Secretary's records from the previous calendar year.
13. The Corresponding Secretary is a member of the Board of Directors and therefore has those additional duties.
14. The Corresponding Secretary's address is the Columbia Kennel Club, Inc.-P.O. Box 7034 Columbia, SC 29202.
15. Transfers to the Historian all records two calendar years old or older.



## Columbia Kennel Club Inc.

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### Job Description

## Treasurer

(See also BOARD OF DIRECTORS job description)

#### Constitutional Duties:

1. Collects and receives all monies due or belonging to the Club and receipts therefore.
2. Deposits the same in a bank satisfactory to the Board, in the name of the Club.
3. Books shall at all times be open to inspection by the Board.
4. Reports at every meeting the condition of the Club's finances, and every item of receipt or payment not before reported.
5. At the annual meeting renders an account of all money received and expended.
6. If directed by the Board is bonded in such amount as the Board of Directors shall determine; the cost of such being paid by the Club.
7. The Treasurer's Books will be audited quarterly in accordance with Article III, Section 2 e.
8. Dues are payable to the Treasurer on or before January 31 of each year.
9. Reports the names of dues paying members to the Corresponding Secretary for recording, so that in the month of October, the Corresponding Secretary sends each member a statement of his/her dues for the ensuing year.

#### General Duties:

1. Attends all Board and Club meetings.
2. Attends all Club activities for the purpose of writing checks.
3. Provides documents to the committee for audit quarterly or monthly as directed by the Bonding Company.
4. Provides documents to an outside tax professional for annual tax preparation.
5. Notifies Wells Fargo Advisor of the Club/Board's decisions regarding CKC investments.
6. Verifies the counting of all cash receipts.
7. Prepares and verifies with the Show or Match Chair a detailed financial report of each show or match.
8. Reconciles each Bank Statement.
9. Reimburses monies on receipted items only.
10. Files the South Carolina Admission/Theater Tax Return quarterly. This will be ZERO (\$0.00) unless admission is charged at CKC shows, but it still must be filed when received from the Tax Commission.
11. Maintains a file on the Club's liability insurance.
12. Maintains a file on the bonding of the Treasurer position (if bonded)
13. Maintains a file on the location of all account numbers and the authorized signatures for each.
14. Maintains current signature and corporate resolutions (as required) with each financial institution.





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15. Maintains a file on each event's financial information.
16. Pays all bills within 7 days of receipt.
17. If Treasurer is absent from a meeting/event, the invoice is emailed to the treasurer and reimbursed. Two (2) signatures are required on all checks.
18. The Treasurer does not write checks to them or members of their house hold.
19. The Treasurer is a member of the Board of Directors and therefore has those additional duties.
20. Transfers to the Historian all records two calendar years old or older.



## Columbia Kennel Club Inc.

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### Job Description

## Board of Directors

(See also BOARD OF DIRECTORS job description)

#### Constitutional Duties:

1. General management of the Club's affairs shall be entrusted to the Board of Directors (comprised of Officers and the Board members (nine members total).
2. The Board of Directors shall have general supervision of all expenditures of the Club.
3. The Board of Directors appoints standing and special committees which are always subject to the final authority of the Board.
4. Attends Special Board meetings upon receipt of a written request signed by at least three members of the Board. (Article IV, Sections 2 & 4).
5. Selects in August a Nominating Committee and its Chair per Article V, Section 4.
6. Participates in the annual committee and committee chair appointments. (Article VI, Section 1)
7. Participates in the decision to create necessary committees. (Article VI, Section 1)
8. Participates in the decision of the termination of a committee. (Article VI, Section 2)
9. Participates in deciding whether to hold hearings concerning misconduct charges between members and be available for necessary for necessary hearings. (Article VII, Section 2)
10. Participates in deciding whether counsel may attend Board hearings. (Article VII, Section 3)
11. Decides the hearing outcome per Article VII, Section 3. If the hearing outcome is a recommendation for expulsion, the matter shall be handled per Article VII, Section 2
12. Considers petitions for amendments to the Columbia Kennel Club, Inc., Constitution and Bylaws. (Article VII, Section 2)

#### General Duties:

1. Attend all meetings of the Club and the Board.
2. Discuss, research and take action on matters affecting the Columbia Kennel Club.
3. Participate in responding to correspondence addressed to the Board of Directors.
4. Transfers to the Historian all records two calendar years old or older.



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### Job Description

## **AKC Delegate**

#### Constitutional Duties:

1. As directed, represents the Club's mandate at the meetings of the American Kennel Club, Inc., and in turn, appries the Club of all pertinent issues discussed thereat.

#### General Duties:

1. Attends all Board and Club meetings.
2. Attends the annual meeting of the AKC and any other AKC meetings at the direction of the Club.
3. Votes at AKC Delegate meetings as directed by the Club.
4. Keeps the Club apprised of all pertinent information released by the American Kennel Club concerning breeding, dog events, registration, rules and regulations, etc.
5. Transfers to the Historian all records two calendar years old or older.