

## The Midlands Border Collie Club Secretarial Duties

### Championship Shows    **Breed** **Working Trials** **Obedience**

Apply for **Licence/championship status** 3 years in advance.

Eventually the Club will be granted Championship Status for each Show held in the year in question, and approval for the venue/venues in question.

We will also receive licence application forms for each Championship Show which have to be completed and returned to the KC.

All applications to be **signed by the Officers** and 3 other committee members. And a **cheque arranged** with the Treasurer.

Choose judges, if they haven't judged at this level they must go through the procedure of being approved to judge by the KC.

**Contact all judges**, referee and if known the stewards, initially by phone,

Follow up with an **invitation to judge**, also include 2 copies of the **Contract**.

When the Contract has been returned signed, send a **letter of acknowledgement**.

If the judges have judged before they still **have to be approved for that particular Show**.

### **Schedules ordered from Fosse Data**

**Booking Forms** for the venue to be completed and returned to the Kennel Club.

**Sponsorship** needs to be arranged in plenty of time on The Company internet site. When agreed a schedule will have to be sent by post, an advertisement needs to be put in the schedule and catalogue.

**If there is a change of venue or change of date a new licence will need applying for and the judges etc. will require new letters and Contracts etc.**

Schedules will need to be arranged about 6 months prior to the show; no later than 3 months before the show 2 copies of the schedule must be posted to the Kennel Club.

When the figures have arrived from Fosse Data, a schedule with the figures for the classes is sent to each of the judges and referee with a letter regarding meals etc. A thank you letter is sent after the Show.

After the Show completed catalogues must be sent within 14 days to the KC and sponsors.

Marked up catalogues, must be stored for the Club, as must sample schedules, all entries and correspondence.

## **Open Shows**

**Open Breed with Limited Obedience  
Open Obedience  
Open Working Trial  
Open Agility**

An Open Show licence needs to be requested by letter at least 12 months prior to the Show. The letter must be on the Club's official paper.

**Judges: follow the format as for Champ Shows, i.e. sending out invitations, contracts, schedules.**

## **Schedules to be ordered with Fosse data**

2 schedules must be sent to the Kennel Club 3 months prior to the Show.

Sponsorship should be arranged well before the Show and a schedule sent well before the Show.

Marked Catalogues have to be sent to the Kennel Club and sponsors after the Show, plus thank you letters to Judges and helpers. (In the case of Obedience, Agility and Working Trials follow up letters are handled by the Show Managers as are schedules and Catalogues).

## **Committee Meetings**

It is the secretary's responsibility to notify each committee member of the date, time and venue for the meetings. The secretary is responsible for taking and distributing the minutes for all meetings, The secretary is also responsible for the writing and dispatching of any/all letters appertaining to the meetings.

## **A.G.M.**

The secretary is responsible for taking the minutes for the A.G.M. and distributing them; in addition he/she is responsible for distributing the previous year's minutes.

## **Judging List**

The secretary is responsible for keeping, updating and distributing the judging list. In addition they must correspond with the Kennel Club regarding new judges or judges seeking approval.

## **New members**

Upon notification of a new member, the secretary must send a welcome letter, the Club Rules, the Club's code of practice plus info regarding the Utility Day and other activities.