

Committee and Role Descriptions & Responsibilities

Committees and Roles which have *** are pending final updates

Agility:

1. Review and approve all BTCA sponsored (supported) agility trial applications, and forward to the BTCA Board designee for signing and forwarding to AKC
2. Make recommendations regarding agility awards, policies and procedures to the BTCA board.
3. Promote and support BTCA sponsored agility events.
4. Promote and support programs and materials, including seminars and demonstrations, encouraging Border Terrier owners to participate in the sport of agility
5. Advise and assist agility chairs in planning and holding BTCA sponsored (supported) Agility events.
6. Field questions from the general membership relating to agility.
7. Act as liaison to the Board for questions and changes arising that affect agility within the BTCA.
8. Develop educational materials as needed.
9. The BTCA will request being added to the list of Breed Clubs willing to host one day of agility at the Montgomery Terrier Agility Cluster agility trials at any future trial that the BTCA is offered.

AKC Legislative Liaison

To be a liaison between Border Terrier Club of America, its members, and the AKC Government Relations Department working under the AKC guidelines, and using and sharing resources from AKC Government Relations Department and other Animal Welfare organizations fighting for the rights and freedoms of dog breeders and dog owners nationwide. By:

1. Monitoring local and national news on issues which may impact our sport
2. Alert AKC to pending legislative issues in club members' communities, counties or states.
3. Encourage BTCA members to become active in the legislative process within their areas
4. Present the views and interests of the purebred dog fancy to lawmakers, other citizens, and news media.
5. Receiving materials, updates, and advice from the AKC Government Relations Department and distribute relevant information to lawmakers, BTCA members.
6. Attend relevant conferences, when possible, and present regular reports on conferences and activities of the Legislative Liaison to the BTCA Board and members through the Borderline, bi-annual Committee reports, and at the BTCA National Specialties, orally and in writing.
7. Maintain the US Border Terrier Legislative Action Center on Facebook.

**Border Terrier Club of America
Policies and Procedures Manual**

Awards Coordinator:

25 Year Pins:

1. At the beginning of each year go through the Borderlines for 25 years past and the current Connections to determine which members appear to be eligible to receive 25 year pins.
2. Check with the database manager to make sure the member has 25 years of **continuous** membership. Since the dates in Connections may be the date the person first joined – and do not indicate if the membership lapsed – or sometime the date the SPOUSE or partner joined, the entire history must be verified.
Once determined, take 25-year pins to the engraver – initials and year to be engraved on the back. Take list of recipients and the pins to the Specialty – announce recipients during the Awards Dinner and hand out the pins. Mail pins that are not accepted at the dinner.
3. Send list of recipients to the Borderline Editor for the Specialty Issue.

Register of Merit and Versatility Register of Merit Guidelines:

1. BTCA Awards Coordinator receives the applications for ROM and receives the list of approved VROM applicants from the VROM contact. All applications for the current year must be submitted at least 8 weeks before the Specialty. Any application that is turned in after the 8 week cut off will be processed for the next calendar year.
2. Confirm the required health testing for ROM's at <http://www.ofa.org>. (Health testing for VROM's has already been confirmed before the VROM contact sent the approved list to the Awards Coordinator). See P&P's 6-01 and 6-02 for ROM and P&P's 6-14 and 6-15 for VROM's, for award requirements and details.
3. Compile a list of the recipients in Bronze, Silver, and Gold categories for both ROM and VROM.
4. Deliver recipient lists to the Specialty awards dinner with the appropriate number of medallions and certificates. Present awards to attending owners and mail any medallions and certificates to those who are not present.
5. Send the recipient list to the Borderline editor for inclusion in the specialty issue and to the BTCA webmaster for documentation.
Please Note: The list must also include the names of the breeders associated with each recipient and the sex of each recipient.
6. Periodically review the ROM and VROM application forms in Connections and the P&P, updating as necessary or as requirements change. The Awards Coordinator will review the ROM application form and coordinate with the VROM contact for the review of the VROM application form.
7. Order additional medallions as needed from: <http://www.longhorntrophies.com>
8. Order additional certificate holders as needed from: <http://www.jonesawards.com>

Barn Hunt Committee

The mission of the Barn Hunt Committee of the Border Terrier Club of America is the promotion of the sport to the membership, to act as a source of information and to support members who wish to sponsor events of their own. To assist the Board in making decisions about the participation of the Club in **Barn Hunt** events.

**Border Terrier Club of America
Policies and Procedures Manual**

Breed Books:

1. The committee asks owners to voluntarily send in forms with information about their dogs who title in a given year. The form includes spaces for all of the information required for the breed book:
 - a. The dog's registered name and registration number
 - b. The dog's call name
 - c. A photo of the dog
 - d. A three generation pedigree.
 - e. Titles that the dog has earned including the date.
 - f. The dog's color, birth date, DNA # and gender
 - g. Any health clearances that are current for the dog.
 - h. The breeder's name
 - i. The owner's name and address.
2. From the AKC title sheets and health data from the OFA web site, a spread sheet if is created. This data is merged into a pre-formatted Microsoft Word document generating one page per dog.
3. Committee members fill in as much missing information on the dog pages as possible using the owner supplied forms, online research and from past breed books. This creates the first draft of the dog pages.
4. The front section of the book is created based on information from the BTCA. The front section includes:
 - a. The Board of Directors
 - b. Nation Specialty Results
 - c. National Specialty Best of Breed Winners
 - d. Working / Hunting Certificates
 - e. Register of Merit
 - f. Versatility Awards
 - g. Best in Show and Reserve Best in Show Border Terriers
 - h. AKC Outstanding Sportsmanship Awards
 - i. Group Placements
 - j. Dogs earning Advanced, Repeat, Therapy, CGC, Flyball and Barn Hunt Titles
5. Pages are edited and then made available on the BTCA web site for owners to review. Owners can supply corrections and missing information to the committee by mail or email.
6. The dog pages are edited with the updated information and a final version of the dog pages is generated. Final edits are made by the chairman.
7. Proof the draft layout before e-publishing.

No response from the BB Committee, but, per Pam Dyer as Web Site Committee Chair, this description needs to reflect what is sent to the web site committee (including index)

**Border Terrier Club of America
Policies and Procedures Manual**

Breeder's Education Committee:

Mission Statement: To promote and preserve the integrity of the Border Terrier, by providing continuing education in the form of seminars and written materials for Border Terrier breeders and owners.

1. Committees goals: To educate the BTCA membership through informative Seminars.
 - a. Committee members are committed to offer informative seminars or programs at the National and Regional specialties or Supported entries.
 - b. Seminars and Programs will be presented on a wide variety of subjects relating to Border Terriers. All topics will consider the original function of the breed.
 - c. To encourage BTCA membership participation in selection, presentation , and attendance at seminars.
2. Committee members qualifications
 - a. An emphasis on qualifications with a consideration to have members from both Eastern half and Western half of the country.
 - b. Committee member must be a member in good standing and a breeder of Border Terriers for at least 12 years
 - c. Committee members must have participated in a variety of venues with their dogs, and/or shown a commitment to breeding dogs that can participate in a variety of venues.
 - d. Committee members will be expected to participate in online discussions.
 - e. Committee member will be expected to volunteer and/or participate in the development and presentation of each seminar, even if not attending a National Specialty, Regional Specialty or Supported entry.

BT Store Duties:

1. Receive orders for items available through the store.
2. Contact [e-mail] the person responsible for housing the item(s) ordered to ship the items.
3. Send checks and list of items ordered to BTCA Treasurer.
4. Organize items for BTCA Specialties and arrange for store to be manned at posted times. One of each item offered by the store should be available for view at the specialty along with order forms and self-addressed envelopes. BTCA logos and pins could be available for sale, as they do not require much space to transport.
5. Send the customer an email stating that their order has been received and will be shipped. They should also be informed, when applicable, that their order will be shipped from more than one source.
6. Contact persons who house the items yearly to determine if certain yearbooks have been sold out. If this is the case, the Borderline and web master should be contacted and requested to indicate on the order forms that a particular item is sold out and no longer available.

**Border Terrier Club of America
Policies and Procedures Manual**

Committee Report Coordinator

The coordinator will collect the semi-annual reports of each of the standing committees of the club, combine them into a single article for the Borderline, edit, and submit to the Borderline editor by the agreed upon deadline. Details of the coordinator position are as follows:

1. Receive copies of the committee reports from the Vice President or directly from the committee chair at the request of the VP.
2. Maintain a list of each committee report submitted by date.
3. When the deadline for report submission arrives, notify the Vice President of any missing reports so that he/she may follow up with the chairs to see if a report is going to be submitted.
4. Once all committee reports are filed, combine them into a single document.
5. Edit the reports so that they read easily, use correct grammar and spelling and are consistent in format and font.
6. Submit the Committee Report document to the editor of the Borderline for incorporation into the appropriate issue by the publication deadline.

Constitution and Bylaws Policy:

Responds to Board requests for reviews of the Constitution and Bylaws. **Inactive, vacant at time of review June, 2016.**

**Border Terrier Club of America
Policies and Procedures Manual**

Database Manager:

The database is currently maintained in Microsoft Office Excel and exported according to individual requirements.

It is important to stress that the mailing lists should be trashed after used, since they are continually being brought up to date. Mailing lists are archived for one year by the database manager in case of dispute.

Duties of Database Manager:

1. Throughout the year make changes in member information as received (e.g. add new members, update membership contact information) and update the Online Connections via the web based interface. Where applicable, send changes in contact information to Web Site committee to update the online Breeders/Mentors Directory and to Individual responsible for Constant Contact.
2. Send mailing lists to the publisher of The Borderline and Connections when requested.
3. Send mailing lists to members who need them for Board-authorized projects for the BTCA
4. In coordination with the Treasurer, send renewal notices, receive renewal forms from Treasurer, update database and forward updated database to Treasurer, Corresponding Secretary, and Website Committee for various Directories.
5. Export updated database to a comma delimited text file and upload the Online Connections for the current year via the web based interface
6. Forward updated database to the Website Committee for the On-Line Breeders/Mentors Directory.
7. Assist Corresponding Secretary and Treasurer with mailings (ballots, etc.).
8. Send subscription renewal notices and maintain subscriptions in database. Subscription checks are sent directly to the treasurer who will notify the Database Manager as they are received
9. Provide information for Connections, such as alphabetical membership list, membership by state, and membership by kennel name.

NOTE: Refer to P&P 2-05 for retention policy for membership applications and renewal forms

Earthdog:

1. Develop and update procedures for sponsoring BTCA earthdog events.
2. Receive, evaluate, and approve applications for regional clubs or groups of members who want to hold an AKC earthdog event under the name of the BTCA. Process and forward to the AKC.
3. Distribute relevant rosettes and prizes to sponsoring organizations and receive extras back for storage.
 - a. Order rosettes and prizes.
 - b. Mail to sponsoring clubs and receive reports and extras returned.
 - c. Coordinate prizes for supported events.
4. Ensure that the group sends the correct fee to the BTCA to cover the cost of the rosettes and mailing.
5. Keep procedures for the BTCA working terrier title program current, which offers Working Certificates, Field Gameness Certificates, and Field Sporting Certificates.
 - a. The secretary receives applications, mails them for review, mails out approval/denial notice and certificate.
 - b. Maintain a qualified review committee according to the procedures. All members of the committee will be qualified hunters.
 - c. Notify the Borderline when a certificate is issued.
6. At the request of the Board, the committee is available to review any issues regarding earthdog events or working terriers which are necessary for the benefit of the BTCA.

**Border Terrier Club of America
Policies and Procedures Manual**

Editorial:***

1. To evaluate ideas from the editor and the membership regarding changes to the Borderline P & P and suggest updates for the Board's approval.
2. To seek, interview, and recommend a person to edit the magazine whenever needed and to help the editor find assistant editors, proofreaders, etc. when necessary.
3. To oversee the production of every issue of the Borderline.
4. To prepare an annual Borderline budget to be submitted to the Board each December.

General & Public Education Committee

General Education Person is to provide prospective buyers and current owners with educational and informative resources on the Border Terrier.

Main responsibility:

1. Keep the AKC.org contact info and email address "borderterriereu@aol.com" active.
2. Respond in a timely manner to all inquiries directed to the email address with a form letter approved of by the BTCA BOD. It will contain:
 - a. BTCA website address and direct address of the Research page.
 - b. List of suggested reading, BTCA Ethical Standard, Border Terrier in Brief, BTCA Grooming Guide.
 - c. Recommendation that buyer screen breeders well; the more people the buyer talks with the more he/she will learn about the breed and breeders.

Integrity policy:

Part of the GEC's job is to guide prospective owners to appropriate resources. People should be informed immediately that the GEC is not allowed to recommend breeders. If the GEC is a breeder, he/she should not breed more than one litter per year. It is preferable that the GEC not be an active breeder.

Recommendations as to training, behavior modification, diet, grooming, classes, reproduction, general health issues may be asked of the GEC. In this case, the GEC should again strive to direct the owners to the appropriate resources.

If contacted by individuals regarding a problem they may have with a breeder, then the GEC should encourage open communication between the parties but should not attempt to mediate or become involved in any way. Often times the GEC may know who the breeder is from the conversation or the area in which the individual resides, but complete diplomacy, objectivity and confidentiality must be maintained. In the case of written correspondence or email communication regarding a problem, the GEC must forward the communication and proposed response to the President for review.

**Border Terrier Club of America
Policies and Procedures Manual**

Genetics and Health:

Committee Responsibilities:

- Identify the emergence of health problems specific to our breed.
- Monitor and report on the incidence of health problems known to affect our breed.
- Encourage the participation of our members in monitoring the health of the breed through appropriate testing and submission of all results to the OFA open database.
- Run periodic health surveys and communicate the results to the members.
- Help educate the Border Terrier community on emerging health issues and advances in genomics of the dog.
- Evaluate Grant proposals and make recommendations to the Board
- Answer questions from Border Terriers owners, consult with veterinarians, and guide them to sources of information.
- Maintain databases of Border Terriers – from OFA, CHIC and CERF, and club health surveys.
- Maintain Policies and Procedures for Health Clinics held at National Specialties (See Section 8-Specialties)

Committee Member Expectations:

Members of this committee should be willing to write, read, and help edit articles for the Borderline.

Historian/Archivist***

Not available

Judge's Education:

1. Provides Border Terrier education programs for conformation judges and members.
2. Develops educational materials for distribution.
3. Trains and monitors BTCA members who make presentations in their areas.
4. Acts as a liaison with judges, for example, coordinating the distribution of Borderlines or Illustrated Standards to those judges who want complimentary copies.
5. Prepares an annual budget estimate in Dec. for expenditures in the next year.
6. Arrange with the specialty chairman the date, time and place of the breed seminar organized according to the AKC guidelines.
7. Appoint and approve the presenter for the breed seminar.
8. Publicize the breed seminar in the appropriate media.

Juniors

Juniors participate in Junior Showmanship, Companion events and Performance events

The Juniors Committee responsibilities are:

1. To make recommendations regarding Junior Showmanship, Companion event and Performance event awards, policies and procedures to the BTCA Board.
2. To promote and support Junior Showmanship, Companion event and Performance event competition within BTCA Specialties, and encourage fun non-competitive activities within those events to build camaraderie and strengthen Junior participation.
3. Advise and assist the show chair in planning and executing Junior events and activities.
4. To field questions and advise general membership and groups responsible for BTCA sponsored/supported events relating to Juniors, Junior Showmanship, Companion events and Performance events.

**Border Terrier Club of America
Policies and Procedures Manual**

New Member Coordinator

The duties of the New Member Coordinator include the following tasks:

Distribute applications by mail to prospective members

Receive applications

- Verify the application form was revised in 2014
- Verify that applicants have signed the application
- Verify two (2) endorsement signatures
- Verify that the endorsers are from different households
- Verify that the endorsers are members in good standing in the BTCA
- Verify that the endorsers have been members of the BTCA for a minimum of two years
- Verify that one of the endorsers has known the applicant for a minimum of one year
- Verify that a check is included and is the correct amount for the membership type

If any irregularity exists with any part the application then the application and check will be returned to the applicant with a letter explaining the problem and how to correct it. If a revised application form is needed, one is enclosed with the letter.

Enter data from applications into a computer database.

Mail a letter to all applicants explaining the membership process with the following enclosures:

- BTCA Constitution and By-laws
- BTCA Ethical Standards
- Brochure listing publications and regional clubs

Submit a bi-monthly report by email to the BTCA Recording Secretary, treasurer, and e-Newsletter editor on the first of February, April, June, August, October and December.

The report shall include the following information for each new prospective member:

Name of applicant,

Address

Phone number

Email address

Kennel name (if applicable)

Names of endorsers

Membership type

Season and year

Mail the dues money to the BTCA treasurer monthly.

NOTE: The treasurer will deposit the checks on receipt. In the event the application is rejected (or withdrawn) the dues will be refunded.

Request that the Recording Secretary call for a vote of the Board on the new prospective member's one month after publication in the e.Newsletter.

**Border Terrier Club of America
Policies and Procedures Manual**

New Member Coordinator (cont'd)

Mail a letter to all applicants approved by the BTCA Board welcoming them into the club. Enclose the following materials in the packet:

- BTCA Logo Sticker
- BTCA Breeder's Directory
- The Border Terrier Standard
- The Border Terrier in Brief Booklet
- Grooming Guide

NOTE: Applicants will be added to the Borderline Mailing list immediately as a gesture of goodwill. In the event that the application is rejected (or withdrawn), they will be removed from the mailing list.

Respond to club related email and miscellaneous correspondence. Keep a supply of bulk mailing items available. Purchase mailing supplies, paper, and postage as needed.

NOTE: It is the responsibility of the Recording Secretary to mail a letter to any applicant not approved by the BTCA Board explaining the concerns expressed by the membership and/or Board.

Nosework Committee

1. Review and approve all BTCA sponsored (supported) nosework test applications, and forward to the BTCA Board designee for signing and forwarding to NACSW.
2. Make recommendations regarding nosework awards, policies and procedures to the BTCA board.
3. Promote and support BTCA sponsored nosework events.
4. Promote and support programs and materials, including seminars and demonstrations, encouraging Border Terrier owners to participate in the sport of nosework.
5. Advise and assist nosework chairs in planning and holding BTCA sponsored (supported) nosework events.
6. Field questions from the general membership relating to nosework.
7. Act as liaison to the Board for questions and changes arising that affect nosework within the BTCA.
8. Develop educational materials as needed.

Policy and Procedures Committee*:**

1. Keeps the manual up-to-date with new motions passed by the Board of Directors and new information that comes from the committees, liaisons and club officers.
2. Maintains a master for each policy or procedure, and in the event of missing files, will supply any new owners with an electronic version on request.
3. Tracks all changes to the manual in a spreadsheet and archives all old files.
4. Works with the web site committee in uploading the new material to the web site (Information on how to maintain the manual is specified in Procedure 3-08).
5. Provides the information for the back cover of the Borderline before each deadline.
6. Works with Specialty Liaison in maintaining the Specialty Guidelines.
7. The manual will be reviewed every five years by the P&P Committee and Board Liaison to ensure that content is current. The years of review will begin 2020, 2025, 2030, etc.

Note: Anyone wishing to serve on this committee should have strong computer, communication and writing skills.

**Border Terrier Club of America
Policies and Procedures Manual**

Recorded Titles, Coordinator of

- Obtain the file of new AKC titles monthly from the Club Corresponding Secretary in excel format.
- Remove information that is needed to be published in the Borderline from the file.
- Prepare monthly listing of new titles in the format agreed upon with the Borderline editor.
- Submit to the Borderline editor the composite of all monthly listings by the established deadline.
- Maintain a history of title files in the event any special research projects are requested.
- **Perform any duties as requested related to new titles.**

Scholarship Committee

The BTCA Scholarship committee will award scholarships which are intended to fund outstanding undergraduate students who have already demonstrated a passion for pure-bred dogs, especially Borders. The scholarship will support a student in any degree program at an accredited community or junior college, college or university. Applications will be reviewed by the BTCA Scholarship Committee, and each recipient approved by the BTCA Board. The Scholarship Committee will work with all BTCA members, regional clubs and other supporters to raise funds for the Scholarship. Funds will come from donations, auctions, raffles, and Border Terrier-themed items for sale. Fund donations and disbursements will be managed and tracked by the BTCA Health and Scholarship Foundation. Each award will be renewable by annual reapplication for up to four years. The number of scholarship recipients may vary based on the availability of funds. Applications, due May 1, may be found in Border Connections, at www.btcoa.org, and annually in the Border Connections.

Specialty Liaison / Specialty Guidelines (Show Manual):***

1. Assists the National Specialty Chair with any questions regarding policy and procedures regarding the National Specialty.
2. Submits a semi-annual report to the Board with details of activities of the National Specialty Committees and their schedules. Requests semi-annual budget updates from Specialty Chairs or Treasurers.
3. Maintains the Specialty Guidelines, along with the P&P committee, and responds to requests from interested local clubs for copies of the Guidelines. Notifies all specialty chairs of changes to the Specialty Guidelines and emails the changes to the chairs.
4. Accepts and presents to the Board any bids for the National Specialty and notifies the local club when a bid has been accepted by the Board.
5. Requests final report from show chair within a month after the National Specialty and presents the report to the Board along with any recommendations of changes to the Specialty Guidelines made by the show chair.

Trophy Coordinator:***

1. Provides storage and care for the perpetual, challenge and Keeper trophies.
2. Responsible for engraving the Keeper trophies and the names of the National Specialty winners on the perpetual and challenge trophies.
3. Order any JAM's or certificate holders for the National Specialty.
4. Pack and ship to/from the National Specialty location.
5. Purchase and engrave trophies for the supported entries associated with the National Specialty.
6. Purchase trophies and engrave for MCKC (BOB, BOS, WD, RWD, WB, RWB, 1ST in working dog, 1st in working bitch) Obedience , Earthdog and Agility Trials, if offered in conjunction with MCKC.
7. Prepare an annual budget estimate in December for expenditures in the next year.

**Border Terrier Club of America
Policies and Procedures Manual**

Versatility Committee: ***

The BTCA encourages owners to allow their dogs to explore their heritage of versatility by participating in the many dog activities available and recognizes their successful participation with the BTCA Versatility and Versatility Excellent awards.

The Versatility Committee:

- Monitors the development of new dog sports and additional titles within an existing dog sport.
- Makes recommendations to the BTCA Board regarding any changes to the Versatility application. If board approved, a revised application will appear in the next Borderline, in the next Border Connections and will immediately replace the application currently on the BTCA website.
- Submits a semi-annual committee report to the Borderline which includes committee business along with the number of Versatility and Versatility Excellent awards earned within that time period. The end of year report includes the yearly totals.
- Prepares an annual budget estimate in December for expenditures in the next year.
- Evaluates applications and processes awards as outlined in Section 6 Procedures, 6-03 and 6-04

Versatility Register of Merit application processing:

1. Receive application forms from owners.
2. Check information on the form to make sure dog has met the health testing and offspring title qualification requirements listed on the application (P&P Section 6).
3. Make a list of the recipients in each category - Bronze, Silver and Gold
4. Bring list to Specialty Awards Dinner with appropriate number of medallions. Award them at the dinner. Mail any medallions that are not accepted at the dinner.
5. Send list of recipients to Borderline Editor for the specialty issue.
6. Periodically review application form and description in the P&P- update if necessary or as requirements change and provide to P&P Board liaison.
7. Order medallions as needed from:
Longhorn Trophies
4912 Burnet Rd.
Austin, TX 78756
(512) 454-8684

Web Site Committee:

Web Site Committee Chairperson

- Administer the maintenance and development of both Border Terrier Club of America Web Sites (public and members only)
- Seek out suitably skilled volunteers to be on the Web Committee to handle the routine and periodic updates to the various sections of the websites.
- Where possible, identify resources within the BTCA membership willing to tackle development work "pro bono" either as committee members or on an "as required" basis
- Solicit quotes from qualified suppliers/individuals for any development work requiring expertise outside the scope of the committee or BTCA membership
- Submit proposals for development work to the Board together with the committee's recommendations
- Oversee the activities of the committee to ensure that the integrity of the webs sites is not compromised

**Border Terrier Club of America
Policies and Procedures Manual**

Web Site Committee Chairperson (cont'd)

- Implement appropriate security procedures to ensure that the integrity of the webs sites is not compromised
- Maintain accurate records regarding domain names, web hosting services, passwords for ftp access and ensure a copy is filed with the BTCA Corresponding Secretary
- Submit semi-annual committee reports to the Vice President

Web Site Committee

Outline of Responsibilities;

- Maintain and update both Border Terrier Club of America Web Sites (public and members only) in accordance with BTCA Web Site Protocols and Standards
- Provide input to semi-annual committee report to the Vice President
Administer the maintenance and development of both Border Terrier Club of America Web Sites (public and members-only) including approval of valid member requests to register for members-only site.

Board Business Pages - See Policy 4-07