

## **Committee and Role Descriptions & Responsibilities**

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

### **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 is the current form being used by the club
- 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 In the event the application is rejected (or withdrawn) the dues will be refunded.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.