

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

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

### **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.