

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

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

### **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.