

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

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

### **Awards Coordinator:**

#### **25-Year Member Recognition:**

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.

#### **50-Year Member Recognition:**

1. At the end of renewals for each year, in March, the Awards Coordinator will ask the Database Manager for a list of members who have renewed for their 50<sup>th</sup> year of membership. As with 25-Year Members, it should be carefully established that the member had a total of 50 years of membership.
2. The Awards Chairman will notify the Borderline Editor of the names. They will be published in a congratulatory box in a prominent place in the next Borderline (May deadline)
3. Borderline: The Borderline Editor will notify the member that a page in a Borderline during that year will be available for them to celebrate their years with the BTCA and Border Terriers. Two pages will be available for people who have served on the BTCA Board, BTCA Committees, or National Specialty Committees
4. Connections: The 50 Year Members will be listed like all other members in all categories, but their names will also be listed in a congratulatory box on the first page of the Membership List or in another appropriate and prominent place.
5. Awards Dinner: Announce the names of 50-Year Members at the Awards Dinner and introduce them if they are attending.

#### **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.

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**Register of Merit and Versatility Register of Merit Guidelines (cont'd):**

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>  
Order additional certificate holders as needed from: <http://www.jonesawards.com>