

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

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

### **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).**