

Duties of the President

Office bearer position. (Must be a financial member of Dogs NSW)

1. Chair General and Committee Meetings.
2. In conjunction with the Secretary, co-ordinate the functioning of the Club, its Office Bearers and Committee.
3. Present pre-training announcements for 3pm obedience classes, class promotions, etc.
4. Maintain a book of Trial and Show results for title trophy applications, or delegate to a committee member
5. Officiate at Club functions and general PR as necessary, e.g. prize-giving, greet officials, Christmas party etc.
6. Provide President's message for trial catalogues, website and Obedience Handbook.
7. Attend Dog NSW Presidents and Secretaries meetings as necessary.
8. Provide an annual report for the Club's AGM.
9. Maintain the Compendium of Duties.
10. Bank signatory.

Duties of the Vice Presidents

Office bearer positions. (Must be a financial member of Dogs NSW)

Vice President (Obedience)

Vice President (Agility)

Deputise for the President as necessary in the following:

1. Chair General and Committee Meetings.
2. In conjunction with the Secretary, co-ordinate the functioning of the Club, its Office Bearers and Committee.
3. Present per-training announcements for obedience classes, class promotions, etc.
4. Officiate at Club functions and general PR as necessary, e.g. prize-giving, greet officials, Christmas party etc.
4. Attend Dog NSW Presidents and Secretaries meetings as necessary.
5. Bank signatory.

Duties of the Secretary

Office bearer position. (Must be a financial member of Dogs NSW)

Overall responsible for Committee, General and Annual General meeting processes.

1. Receive and send all correspondence on behalf of the club (and keep a copy of correspondence sent out by other club members).

2. General and Committee Meetings:

Send out meeting reminders for both Committee Meetings and General Meetings (to committee via email and general membership via Facebook). Call for agenda items, reports and apologies.

Receive reports, agenda items and apologies.

Prepare the Agenda and circulate it to committee (hard copies tabled at each meeting).

Prepare a list of Correspondence for all Committee and General Meetings (hard copies tabled at each meeting and later filed).

Take, type and circulate minutes (to committee by email and place copy on Notice board for General Meetings and AGM).

List Items for Action and date of following meeting.

Present expenditure items for approval on behalf of the Treasurer if they are not present and convey the approvals.

Keep and maintain minutes of all proceedings of meetings of the Committee and Club, including special meetings.

3. Bank signatory.

4. Annual General Meeting:

Provide membership secretary and Website Coordinator with notice of AGM/Annual election for distribution to members with renewal notices and for new members joining on or after 1st June each year.

Prepare AGM – notice of annual election nomination forms etc.

Prepare and circulate the agenda.

Take and type minutes.

Annual Returns to DNSW, KMC, Fair Trading.

Liaise with Fair Trading (as Public Officer).

Liaise with Dogs NSW on administrative matters (not trials).

Invite and liaise with patrons.

5. Administrator role for the NSDTC Facebook page and NSDTC Members Chat Facebook page (with Website coordinator and Publicity Officer).

6. Provide Annual Secretary's Report to AGM.

Duties of the Treasurer

Office bearer position. (Must be a financial member of Dogs NSW)

- 1 Receive all monies paid to the Club which must be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
2. Keep all necessary books of account and financial statements as required by generally accepted accounting practice as shall be required by the auditor.
3. Prepare monthly Income and Expenditure Statements for all general and committee meetings.
4. Prepare the annual balance sheet and accounts and accompanying reports.
5. Arrange for such accounts above to be audited by the auditor appointed by the Club prior to the AGM.
6. Review the value of all Club possessions and arrange appropriate insurance.
7. Provide an annual report for the Club's AGM.
8. Liaise with all members involved in trading within the club to ensure appropriate surplus be obtained for the Club in the purchase and sale of products to members.
9. Conduct annual stocktake of all depreciable assets (as defined by the ATO) prior to AGM.
The stocktake comprises: 1 All goods for resale and 2 All assets that can be depreciated.
- 10 Maintain all bank and financial on line relationships.
11. Bank signatory and administrator.

Note: An Assistant Treasurer position is available to assist the Treasurer as necessary

Duties of the Administrative Officer

1. Compile annual Diary Dates in consultation with discipline coordinators and sub committees.
2. Make all bookings with Ku-ring-gai Council on behalf of the club for ground, clubhouse and floodlight usage (training and trials). (Provide Insurance Certificate of currency to Council)
3. Compile weekly notices (from diary dates) and distribute to discipline coordinators and post on Facebook.
4. Liaise with Ku-ring-gai Council on behalf of the club, in conjunction with the Clubhouse coordinator) for maintenance issues.
5. Liaise with Ku-ring-gai Council on behalf of the club in preparation of leases or license as appropriate.
6. Maintain Key register for the Clubhouse.
7. Maintain a list of Life members and follow up their reregistration annually.
8. Maintain the working with Children forms in conjunction with discipline coordinators.
9. Liaise with the Membership officer in matters relating to the membership list (register of members) To be given to the Secretary prior to the AGM and to the Trial Secretaries prior to each trail that awards Club members.
10. Assist the Secretary as necessary

Duties of the Membership Secretary and Team

1. Keep and maintain a register of members. Supply the club secretary with a current list at date of AGM
2. Enrolments of all new members (on line and manual)
3. Supply a register of members as required to the Secretary and President.
4. Provide name tags for all new members.
5. Maintain a supply of class ribbons/dots.
6. Organise on-line membership renewals/mail out (include details of AGM)
7. All monies/EFTPOS receipts collected at the enrolment table to be counted and given to Treasurer (or Assistant) for banking/filing.
8. Provide an annual report for the Club's AGM and a current membership list including Dogs NSW membership numbers.

Duties of the Membership Team

Assist Membership Secretary in any duties as required:

1. Keep and maintain a register of members.
2. Enrolments of all new members.
3. Provide name tags for all new members.
4. Maintain a supply of class ribbons.
5. Organise on-line membership renewals / mail out (include details of AGM).
- 6 All EFTPOS receipts and monies collected at the enrolment table to be counted and given to Treasurer, or assistant for banking.

Duties of the Chief Instructor (Agility and Obedience)

Office bearer position. (May be a financial member of Dogs NSW)

1. Appoint up to four deputies.
2. Report to committee and general meetings.
3. Run bi-monthly instructors' meetings.
4. Organise a roster for instructors.
5. Run courses for new instructors (new members to third class obedience) (new members to novice agility).
6. Run or organise courses for new and advanced instructors (fourth to sixth class obedience) (open to master agility).
7. Maintain uniform instructing methods uniform across classes allowing for progression of exercises.
8. Organise practice rings when required.
9. Maintain the morale and motivation amongst instructors.
10. Stimulate general class morale and public relations.
11. Encourage triallers with general support and congratulations.
12. Follow up difficult dogs and problems on a one to one basis.
13. Check on dropout rate.
14. Overall responsibility for the taking out and putting away of equipment and locking of equipment shed at the end of training (delegate if necessary).
15. Organise promotion tests and sign promotion cards as appropriate.
16. Develop and improve new classes as necessary.
17. Encourage members by introducing innovative incentive training (fun trials, games days etc.).
18. Ensures Working with Children forms are completed by all instructors.
19. Provide a written report to the AGM.

Duties of the Rally-O Coordinator

Coordinate Monday night Rally-O training by:

1. Arranging for the floodlights to be turned on and off as necessary.
2. Generally overseeing Monday night Rally-O training.
3. Arranging a roster of instructors.
4. Planning courses.
5. Being responsible for the setting up of equipment and locking it away again at the end of the class.
6. Welcoming new members and assisting them with learning the station signs.
7. You may delegate duties amongst instructors as you see fit.
8. Provide a report to Committee meetings, General meetings and the AGM.

Duties of the Ku-ring-gai K9 Coordinator

1. Assist in the production and updating of the Handbook for Dog Obedience and the Ku-ring-gai K9 Award.
2. Arrange test dates and examiners for the practical test days or promotion days. Give dates for same to the Publicity officer, Website Coordinator and Secretary.
3. Arrange all equipment required for test days.
4. Distribute, collect and mark questionnaires to all participating members.
5. Keep a register of practical test results.
6. Arrange the Ku-ring-gai K9 certificates for successful members with the Ku-ring-gai Council's Dog Companion Animal Officer. Collect certificates from the Council if necessary.
7. Invite the Ku-ring-gai Council's Dog Companion Animal Officer to the Christmas Party to present the certificates and leads. (Mayor will be invited by the Secretary).
8. Inform the Secretary or Trophy Officer of the Ku-ring-gai K9 Dog of the Year award recipient (and any encouragement award if appropriate) in time for the engraving to be done before the Christmas party.

Duties of the Newsletter Editor (Yaps and Yelps) or Blog

1. Provide the membership with a minimum of 4 issues per year. Include details of Office Bearers, Committee Members, training times, membership costs, shop details, dates to remember, new members, promotions, ground rules, plus any newsworthy items, reports, cartoons or other articles as appropriate. Also, the cut-off date for the following issue.
2. Arrange for publication and photocopying/printing. Give accounts for same to the Treasurer for payment.
3. Provide a copy of Yaps and Yelps for the archives.
4. Arrange postage of Yaps and Yelps to patrons and life member as required.
5. Provide verbal or written reports for general and committee meetings.

Duties of the Assistant Treasurer

1. Collect all EFTPOS receipts and monies taken on Saturdays.
2. Bank the monies ASAP.
3. Provide the Treasurer with receipts/details.
4. Assist with the Annual Stocktake.

Duties of the Clubhouse Coordinator

1. Arrange for small works to be carried out such as the hooks for photos, curtain rails, replacement light globes or clock batteries. Liaise with the secretary and equipment maintenance officers if necessary.
2. Oversee photocopier and other maintenance requirements including the provision of toner, paper etc. in liaison with the Secretary/Treasurer.
3. Purchase photocopier paper, toner and other stationery items as required.
4. Keep notices on notice board up to date.
5. Make signs as necessary.
6. Purchase cleaning materials as required by clubhouse cleaner.
7. Purchase supplies of toilet paper, liquid soap, paper towels, etc. and check on availability in the toilets each week. Ensure there are paper towels and liquid soap in the toilet hand basin areas each week.

Catering

1. Purchase biscuits (7 or 8 packets per fortnight as per demand), teabags, coffee, sugar, milk, cardboard cups, stirrers, plastic bags etc. for morning and afternoon teas each Saturday. Ensure there is enough stock on hand for Monday night and Wednesday night training sessions. (Money is available from the treasurer for the reimbursement of these expenses on production of receipts, or obtain a float for the purchases and reconcile ASAP).
2. Top up tea, coffee, sugar and biscuit containers as necessary. Fill urn.
3. For all Club sanctioned events, ensure there are adequate supplies of all clubhouse items above (tea, coffee, cups, toilet paper etc.) available on the day. Liaise with Event/Trial Managers/Caterers to assess what is needed for any particular event.

Duties of the Publicity Officer

1. Produce, update and distribute a Club flyer as necessary.
2. Arrange publicity for Dog Obedience Demonstrations at shows, fetes etc. as appropriate.
3. Write articles for local newspapers, Canine Journal etc. as appropriate.
4. Produce flyers for Club events, Christmas Party etc. in conjunction with the Social Secretary and Education Sub-committee.
5. Maintain the (green) archives box kept in the Archives store.
6. Add copies of Yaps and Yelps to the archives as they become available.
7. Collect copies of newspaper/magazine articles etc. relevant the Club and add to the archives.
8. Provide verbal reports for the club's committee meetings, general meetings and the AGM.

Duties of Training Equipment Sales Officer

1. Sell leads, collars, harnesses, dumbbells, scent articles, other training aids, shirts, fleeces etc. on Saturday before and after training. Give EFTPOS receipts for all sales to the Assistant Treasurer.
2. Give all monies collected to the Assistant Treasurer.
3. Inform the Treasurer when stocks require replenishment and make new purchases where appropriate.
4. Maintain a stock of training treats for sale.
5. Assist Treasurer with annual stocktake of training equipment.

Duties of the Trial Equipment Officer and Agility Equipment Officer

1. Maintain all jumps and other training equipment, ring ropes, tables, gazebos, stakes, starting pegs, scoreboards, scent article sets, banner, agility equipment etc. for trials. Keep inventory of all equipment.
2. Arrange for any replacement, repairs, painting, etc. as required.
3. Clean all scoreboards of scores and judges' names only after trial.
4. Inform Trial Managers if any item requires replacement.
5. Have on hand extra screws, bolts, pins etc. for jumps as required.
6. Keep equipment in an orderly fashion, check all jumps etc. put away after each trial.
7. Check out and in any equipment borrowed for obedience demonstrations, other clubs etc.
8. Assist Treasurer with annual stocktake of trial equipment as required.

Duties of the Librarian

1. Purchase or arrange purchase of books, magazines, DVDs, etc.
2. Appropriately label all books etc. and any new acquisitions and identify with club stamp
3. Keep a record of all books, etc. and assist treasurer with annual stocktake of same. Update the on-line catalog as necessary, or send the information to the Website Coordinator
4. Be on hand before and after training to issue books and take returns. An assistant may be on hand in lieu of Librarian.
5. Keep a record of books out on loan
6. Chase up overdue books. Send prepaid self-addressed envelopes for the return of very overdue books.
7. Recommend new purchases as necessary.
8. Provide a verbal report for the AGM

Duties of the Assistant Librarian

Assist the Librarian in the duties below as required

1. Purchase or arrange purchase of books, DVDs, magazines etc.
2. Appropriately label all books and identify with club stamp
3. Keep a record of all books and assist treasurer with annual stocktake of same
4. Be on hand before and after training to issue books and take returns in lieu of Librarian as necessary.
5. Keep a record of books out on loan
6. Chase up overdue books. Send prepaid self-addressed envelopes for the return of very overdue books.
7. Recommend new purchases as necessary.
8. Provide a verbal report for the AGM

Duties of the Obedience Demonstration Team Coordinator

1. Take bookings for demonstrations (only Ku-ring-gai Council's sanctioned events).
2. Co-ordinate the composition and training of team members.
3. Liaise with the publicity officer for provision of club fliers or stand.

Duties of the Social Secretary

1. Arrange for fliers for Christmas party etc. in conjunction with the publicity officer.
2. Inform the President/Secretary/Admin Officer of the above for pre-training announcements.
3. Arrange games/events as appropriate for the party - second other members to help as necessary.
4. Organise Gold Coin Donation to Charity as necessary for the Christmas Party Delegate this task if necessary. Give all monies to the treasurer for banking.
5. Arrange annual thank-you dinner. Investigate venue, menu, costs, parking availability. Liaise with the President, Secretary and 2 Chief Instructors to ensure all eligible members are invited (all current members of the Committee of Management and active Club instructors provided they have contributed more than 20 hours in the preceding year).

Duties of the Club Trophy Officer and Obedience Trophy Officer

1. Keeps a record of all trophies awarded by the club in conjunction with the Chief Instructor (Obedience)
 - The Jim and Miriam Powell Trophy for UD at our obedience trial
 - The Smith Trophy for the highest Scoring Club member at our obedience trial
 - The Marj Jackson Trophy for the highest UDX pass at our Obedience Trial
 - The Junior Member of the Year trophy (presented at Christmas Party annually)
 - The Obedience Dog of the Year
 - The Rally Obedience Dog of the Year
 - The Dances with Dogs Dog of the Year
 - The RATG Dog of the Year (New trophy to be purchased)
 - The Keebah Trophy for Excellence in Trialling CCD and CD
 - The Enniskey Trophy for Excellence in Trialling CDX, UD, UDX
 - The Agility Point Score
2. Arrange to have the shields and title trophy plaques engraved.
3. Purchase prizes or arrange cash prizes for the trials and a book for the Junior Member of the year (delegate to Chief Instructor as necessary).
4. Liaise with pet food supply companies, etc. for possible donations of product to compliment trophies or for raffles for obedience trails.
5. Keep a stock of place and qualifying sashes for the Obedience and Rally Obedience trials and "Titles gained" sashes. (In conjunction with the Trial Managers).
6. Keep a stock of first, second and third place ribbons for Christmas party competitions.
8. Inform Treasurer of requirements for presentation to the judges.
9. Present inventory to the Treasurer at the end of the financial year.

Duties of the Trophy Officer (Agility)

1. Purchase prizes and packaging for the trials.
2. Liaise with pet food supply companies, etc. for possible donations of product to compliment prizes the agility trials.
3. Keep a stock of place and qualifying sashes for the agility trials and “Titles gained” sashes.
4. Purchase small gifts as encouragement awards for the non-qualifying teams in AD & JD.
5. Inform Treasurer of requirements for presentation to the judges.
6. Present inventory to the Treasurer at the end of the financial year.
7. Arrange for the engraving of the Agility Point Score trophy for presentation at the Christmas Party – or liaise with the Club Trophy Officer to have this engraved with the rest.

Duties of the Website Coordinator

1. Maintain contact with the website designer and liaise in regard to new pages, reformatting etc. as necessary.
2. Update calendar, awards, upcoming events etc. as necessary.
3. Upload Yaps and Yelps or Blog ASAP after publication of each issue.
4. Maintain Facebook page and Twitter account
8. Arrange with the Treasurer to pay any annual fees relating to the web hosting etc.
6. Liaise with and assist the Membership team with on-line issues as necessary

Duties of the Title Trophy Officer

1. Keep the Trial Results book supplied with loose-leaf results and title trophy application sheets.
2. As necessary, prior to the Obedience, Rally Obedience and Agility Trials and DWD Competition (about 4-6 weeks before) compile a list of titles gained and arrange to have the blank plates for the title trophies engraved. A name plate for the first title and smaller plates with just the name of the title (and date for obedience titles) are awarded subsequently OR keep a stock of pre-engraved title plates to be presented on Saturdays at Notices
3. Keep a record of the dogs of members who have received title trophies. Only one wooden plaque per dog is awarded for obedience/rally/DWD titles and one for agility titles.
4. Prior to the trials, collect the engraved plates from the engraver. Prepare the plaques and plates for presentation. Stick them to Club "With Compliments" slips and place in an envelope with the name of the recipient and details of the title(s).
5. Be on hand at the presentation to assist with the distribution of awards.
6. Liaise with Treasurer or Secretary re the purchase of new title trophy plaques when stocks drop below 20.
7. Prepare annual Roll of Honour to be uploaded to the website by the Website Coordinator

COMPENDIUM OF DUTY Statements

**Prepared July 1994
Updated May 2001
Updated Aug 2002
Updated Aug 2003
Updated Aug 2004
Updated Aug 2007
Updated Aug 2008
Updated Oct 2009
Updated Aug 2010
Updated Aug 2014
Updated Aug 2016
Updated Aug 2017
Updated July 2020**