

# **ASDCA COMMITTEE & APPOINTED POSITION GUIDELINES**

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*(Changes are in italics)*

The Anatolian Shepherd Dog Club of America (ASDCA) depends on volunteer committees and Appointees (appointed positions) comprised of its members to accomplish much of the work necessary for the success of the organization. The ASDCA Board of Directors (BOD) developed a list of committees and appointed positions deemed necessary to meet this requirement. To ensure the successful operation and to maximize the benefits of each committee and appointed position to the ASDCA, the ASDCA Committee & Appointed Position Guidelines contained within this document were developed. All ASDCA committees and Appointees and ASDCA members shall adhere to the guidelines contained within this document.

## **General Committee & Appointed Position Guidelines**

1. The primary purpose of each committee and appointed position shall be to support the objectives of the ASDCA, in accordance with the ASDCA Bylaws, Article I, Section 2 (Objectives of the Club).
2. The BOD may appoint committees and members to committees and appointed positions as deemed appropriate to perform specific duties necessary to achieve the objectives and advance the work of the ASDCA.
3. The ASDCA maintains two types of committees; Standing (permanent) and AD Hoc (special/temporary purpose) committees.
4. The individual committee and appointed position guidelines are provided to assist the BOD, the Committee Chairpersons, committee members and the Appointees in the performance of their duties, and to inform the ASDCA membership of the duties and responsibilities expected of ASDCA Committees and Appointed Positions.
5. The BOD (in conjunction with the committee and appointed position) shall aid in the development of guidelines for each committee and appointed position and oversee updating of these guidelines if the need arises.
6. The guidelines shall be published on the ASDCA web site.
7. The minimum duties and responsibilities of each and every committee and appointed position shall be set forth by the BOD in accordance with the ASDCA Bylaws (Committees, Article VI) and the guidelines contained in this document.
8. When a committee or appointed position vacancy occurs, the President may appoint a committee member(s) or appointee on an interim basis subject to BOD approval at the next regularly scheduled BOD meeting. The appointment will be made in consultation with the committee chairperson.

9. Within the committee & appointed position guidelines, the committee chairman or appointee may establish additional duties and responsibilities (subject to BOD approval), as deemed necessary for the successful operation of the committee/appointed position.
10. The committee & appointed position guidelines are in addition to those specifically outlined in the ASDCA Bylaws. When a conflict between the interpretation of the Committee & Appointed Position Guidelines and Bylaws occurs, the interpretation set forth in the Bylaws shall prevail.
11. Committee and members and Appointees shall be volunteers.
12. Committee/Appointed position recommendations shall be given due consideration by the BOD.
13. *Committee members shall be fair minded with the ability to communicate openly and honestly with other.*

## **COMMITTEE & APPOINTED POSITION OBJECTIVES/PURPOSE**

1. Except for those committees or appointed positions specified in the Bylaws (Article IV – Committees), the purpose/objectives for each committee and individual appointed to a committee or appointee shall be approved by the BOD.
2. The objectives/purpose of each committee or appointed position will be clearly established and set forth. The Committee Chairperson of each committee or Appointee, in conjunction with guidance received from the BOD and input from committee members will develop a detailed committee or appointed position objective/purpose statement and guidelines. The statement is a synopsis of the committee's or appointed position's intent and goal, reflecting what it will accomplish in support of the ASDCA. The guidelines will explain how the committee or appointed position will accomplish its objectives/purpose.
3. When completed, the committee or appointed position guidelines must be able to stand on their own. Specifically, any club member/individual should be able to pick up the Committee and Appointed Position Guidelines, read them and completely understand everything there is to know about the committee's or appointed position's duties, responsibilities and goals.

## **ORGANIZATION OF COMMITTEES**

1. The BOD shall appoint a Chairperson for each Committee. The Chairperson must be a full member in good standing with the ASDCA.
2. The Chairperson of the committee is responsible for ensuring his or her committee performs the duties established for that committee.
3. The BOD shall consult the Chairperson for recommendations of committee members to appoint to the committee, to assist in the achievement of the committee objectives. As a general guideline, committee members recommended by the committee Chairperson shall be given due consideration for appointment to the committee.

4. Committee members shall be ASDCA members in good standing.
5. The final authority for approving the appointment of committee members, resides with the BOD.
6. The ASDCA President is an ex-officio voting member of all committees, except the Nominating Committee. However as a general practice, the President shall not involve himself /herself in the normal day to day operation of a committee unless requested or unique circumstances necessitate.
7. When BOD members are involved in the submission of a funding request (such as PPCPP); they shall recuse themselves from all deliberations involving BOD approval of the associated funding request.
8. Committees will consist of a minimum three members
9. The number of members on a committee shall be an odd number (the President is not considered in the committee number).
10. Every attempt shall be made to ensure the committee members comprise representatives from throughout the United States.
11. As a general practice, each committee should have a BOD member serving on the committee, except the Nominating Committee. The BOD member can serve as either a member of the committee or as a Liaison/Adviser.
12. A BOD member need not be the Chairperson; however the BOD member will serve as a committee member or Adviser and if the need arises as a Liaison to the BOD for that committee. The purpose of the Liaison/Adviser is to reflect the active participation of BOD members throughout the ASDCA Committees, to the membership and to provide guidance regarding the goals of the ASDCA, as reflected in Article I, Section 2 of the Bylaws (Objectives of the Club). The purpose of the Liaison/Adviser shall be to provide quick and affective access to the BOD, to assist in the completion of the Committee's mission, such as obtaining a timely response to a critical question.
13. All Appointed Positions, if not filled by a BOD member, shall have a BOD Liaison.
13. The Committee Chairperson or Appointee maintains the right to communicate directly with the BOD.
14. In situations that may lend themselves to a conflict of interest or appearance of a conflict of interest, the BOD member on that committee may have to recuse him or herself during a BOD vote impacting that committee.
15. The number of members on a committee may be increased, if the Chairperson deems it necessary to accomplish the objectives of the committee. However, any increase in number of members on the committee is subject to BOD approval. Approval of the new committee member(s) will not become effective until the Committee Guidelines have been updated and approved by the BOD.

## **TERMS OF APPOINTMENT**

1. With the exception of the Nominating and National Specialty Committees, all committee or appointed position appointments shall terminate on October 1 (start of the club business year) or upon completion of the Annual General Meeting (AGM), whichever is later. The previous committee chairperson may remain on the committee until the end of the calendar year in a non-voting position, to assist in a smooth transition for the new members.
2. The Nominating Committee is concluded upon acceptance of its final report by the BOD.
3. The National Specialty Show Committee appointed for each National Specialty show shall continue until the conclusion of that National Specialty show. The Chairperson shall continue until a final report for that National Specialty show has been submitted and accepted by the BOD.
4. During the ASDCA AGM, the BOD shall announce either the reappointment or replacement of the Chairperson and members of all committees or Appointees except as otherwise noted above.
5. Committees or committee members or Appointees may be terminated by a majority vote of the BOD, upon written notice to the Committee Chairperson and/or committee member(s) or Appointee. *If it is deemed necessary to terminate a committee member(s) appointment, it is the responsibility of the Committee Chairman to notify that member of their termination.* However, the Chairperson of a Specialty Show Committee shall be requested to continue in office until a successor has been appointed.
6. A committee member or Appointee who is no longer a “member in good standing” will be removed from the committee or position effective the date such determination is made.

## **RESIGNATIONS**

1. Committee and appointed position resignations must be submitted in writing to the Secretary *via letter or email*. The correspondence shall include in the subject line a reference to the resignation and the committee/position it pertains to.
2. All properties, records, and funds relating to the resigned position must be turned over to the BOD or to the successor appointed by the BOD within 30 days of resignation.
3. A committee member or an Appointee who fails to turn over properties, records, or club funds within 30 days of submission of resignation shall be notified by certified mail from the Secretary of any such items unaccounted for and thereafter may be subject to disciplinary action as specified in Article VII of the ASDCA Bylaws and AKC rules.
4. For the benefit of effective and efficient management of the ASDCA, if a committee member(s) or Appointee at any time and for any reason determines that he or she cannot fulfill their appropriate committee duties and responsibilities, they shall voluntarily resign their appointed position.

## **ACTIONS**

1. Proposals or other actions of committees and Appointees must be submitted to the BOD for approval in a form that is ready for implementation. The BOD may accept, reject, defer for later consideration, or refer the proposal back to the committee or Appointee for further consideration.
2. Any product of an ASDCA committee or Appointee, whether completed or not, is the sole property of the ASDCA.
3. Committees or Appointees may not enter into any agreement that commits or obligates the ASDCA in any manner whether in principle or general without the approval of the BOD.
4. All matters, actions, and or discussions of each committee or appointed positions are confidential and shall not be published to members outside of the committee or BOD until approved and authorized by the BOD.

## **VOTING**

1. Voting on an issue pending in a committee requires a quorum. A quorum shall be at least 51% of the committee members present and voting on the issue.
2. In situations involving a tie vote, the motion voted upon shall be considered to have failed.
3. The President shall not be considered in determining a quorum.
4. The committee chairperson and each committee member shall have one vote each, to include the President. However, as a general practice the President will not vote unless there is a tie vote within the committee and he is present at the deliberations.

## **REPORTS**

1. Reports on the periodic activity and accomplishments of committees and Appointees during the Club year are to be submitted to the Secretary for distribution to the BOD when requested by the Secretary or as necessary.
2. A report on the yearly activity and accomplishment of committees and Appointees is to be submitted to the Secretary for presentation to the BOD and membership at the AGM. This report shall be submitted to the Secretary not later than 30 days before the National Specialty/AGM (See attachment 3).
3. If the committee or Appointee determines in the course of it duties that a report(s) is required from a club member(s), the committee or Appointee shall ensure such report(s) is provided to them in a timely manner. This will ensure the committee or Appointee has ample time to complete and submit their report to the ASDCA Secretary, as required above.

4. **ALL** reports should be forwarded to the Secretary electronically (via email). When possible they should be submitted in Microsoft Word or as a PDF file. However, if the committee does not possess the capability to submit their report in Microsoft Word or as a PDF file, a TYPED hard copy is acceptable.

## **EXPENDITURES**

1. The BOD must approve miscellaneous expenditures for all committees and Appointees. However, if expenditures are set forth in the BOD approved committee and appointed position guidelines, that committee or Appointee may make said expenditure without additional BOD approval.
2. Committees or Appointees SHALL NOT enter into financial obligations without the specific approval of the BOD, unless specifically stipulated in the BOD approved committee and appointed position guidelines or ASDCA Bylaws. The National Specialty committee is exempt from this requirement in accordance with the National Specialty Guidelines.

## **MISCELLANEOUS COMMITTEE AND APPOINTED POSITION REQUIREMENTS**

1. Committee Chairperson and members and Appointees shall have email capability.
2. Committee Chairperson and members and Appointees shall have the capability to check their emails on a regular (daily) basis.

## **ASDCA STANDING COMMITTEES**

1. Code of Ethics Violations Committee
2. Hisar Shield Award Committee
3. Judge's Education Committee
4. Membership Recognition Committee
5. Public Education Committee
6. Purina Parent Club Partnership Program Committee (PPCPP)
7. Service Dog Award Committee
8. Working Dog Committee

## **ASDCA AD HOC COMMITTEES**

1. Illustrated Standard Committee
2. National Specialty Committee (s)

## **PENDING COMMITTEES**

1. Magazine/Advertising Committee (Standing)

## **ASDCA APPOINTED POSITIONS**

1. Registrar
2. Anatolian Times Editor

3. Membership Coordinator
4. Historian
5. AKC Gazette Columnist
6. Health Coordinator
7. Web Master
8. Canadian Representative
9. Puppy Update for Breeder's List Group Coordinator
10. Breeder's List Coordinator
11. Hall of Fame Awards Coordinator

## **Attachments**

1. Attachment (1) - Committee and Appointed Position Guidelines. The purpose of this attachment is to serve as an outline that shall be used by all committees and Appointees to develop and standardize their committee and appointed position guidelines. The committee and appointed position guidelines will include the roles, duties, responsibilities and any other important information necessary for the successful accomplishment of the committee's or appointed positions objectives/purpose.

2. Attachment (2) - Current Standing and Ad Hoc Committee Members and ASDCA Appointed Positions. The purpose of this attachment is to list all current ASDCA Committees and their members and ASDCA Appointed Positions.

3. Attachment (3) - Committee & Appointed Position Report. The purpose of this attachment is to provide each committee chairperson and Appointee with a standardized format that he/she will use when submitting their annual report to the BOD, via the ASDCA Secretary prior to the National Specialty/AGM or when a special report may be requested of the committee or Appointee by the ASDCA BOD. All reports will adhere to the outline contained in this format.

(Name of Committee/Appointed Position) **GUIDELINES**  
**(Approved by ASDCA BOD 00/00/20XX)**

**Committee/Appointed Position Objective/Purpose:** (Provide a brief statement as to the objective/purpose of the committee/appointed position)

**Committee/Appointed Position membership:** (List of members or Appointee and whether committee membership is open to the ASDCA members, to include full and / or associate members. Also list the ASDCA BOD Liaison, if applicable)

**Committee/Appointed Position Duties:** (Explain the duties of the Chairperson and of each member and Appointed Position. Duties can overlap and or be identical)

**Unique expertise required:** (If necessary, identify any special skills required of members or Appointees, such as computer skills, sound knowledge of ASD working dog duties, sound understanding of ASD confirmation, etc.)

**Unique requirements:** (Such as cell phone capability. Ability to meet semi-annually, special member composition/requirement/expertise, etc)

**Committee/Appointed Position Guidelines:** (State in detail what the duties of the committee or appointed position entail; include any rules and regulations that govern the committee or appointed position)

**Budget:** (State if there are funds necessary to operate this committee or appointed position. As a general rule, the committee/appointed position should strive to be cost free)

**Submission of Report(s):** (At a minimum, an annual report must be submitted to the Secretary 30 days prior to the AGM)

**Other, as needed:** (This is your opportunity to provide additional comments that the above points do not address and you deem necessary for the successful operation of the committee/appointed position)

**CURRENT STANDING AND AD HOC COMMITTEE MEMBERS**  
**AND BOARD APPOINTED POSITIONS**  
*(As of 11/18/2010)*

**ASDCA STANDING COMMITTEES:**

1. Code of Ethics Violations Committee: **Demetrios (Jim) Kyres**, Dave Barron and Sheryle Hart
2. Hisar Shield Award Committee: **Marilyn Harned**, Dorothy Ballard, Gary Jakobi, Genia Kyres and \_\_\_\_\_
3. Judge's Education Committee: **Debi Grunnah (ASDCA/AKC Judges Education Coordinator)**, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_
4. Membership Recognition Committee: **Demetrios (Jim) Kyres**, Debi Grunnah, Genia Kyres, Linda Palmateer, and Nancy Vargas
5. Public Education Committee: **Carol White**, Kathy Gerlach, Marilyn Harned, Tiffany Murphy & Sheryle Hart
6. Purina Parent Club Partnership Program Committee: **Diana Martinez**, Ann Collins and Hope Reis; BOD Liaison: Barb Jakobi
7. Service Dog Award Committee: **Gary Jakobi**, Beth Huisman and Erin Tallon-Carr
8. Working Dog Committee: **Sigrid Owen**, Kathy Gerlach, Erin Tallon-Carr, Alan Akard, and Kim Gray

**ASDCA AD HOC COMMITTEES:**

1. Illustrated Standard Committee: **Debi Grunnah**, Genia Kyres, Tina Leese, Marilyn Harned, and Lindsay Zirkel and Sigrid Owen as the Working Dog Committee Liaison
2. 2011 National Specialty Committee: **Demetrios (Jim) Kyres**, Genia Kyres. Dave Barron, \_\_\_\_\_, \_\_\_\_\_
3. 2012 National Specialty Committee: **Erin Tallon-Carr**, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**PENDING COMMITTEES:**

The following committees are not presently operational.

1. Magazine/Advertising Committee: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**NOTE:** Committee names in bold and underlined, indicate the Committee Chairperson. A blank space reflected within a committee indicates one or more vacancies.

**CURRENT STANDING AND AD HOC COMMITTEE MEMBERS**  
**AND BOARD APPOINTED POSITIONS (CONT'D)**  
*(As of 11/18/2010)*

**ASDCA APPOINTED POSITIONS**

1. Registrar -- Dorothy Ballard
2. Anatolian Times Editor -- Sandie King; BOD Liaison: Debi Grunnah
3. Membership Coordinator -- Karen Sen; BOD Liaison: Genia Kyres
4. Historian -- Vacant
5. AKC Gazette Columnist -- Marilyn Harned; BOD Liaison: Jim Kyres
6. Health Coordinator -- Jessica Voss, DVM; BOD Liaison: Debi Grunnah
7. ASDCA Web Master -- Sandie King; BOD Liaison: Jim Kyres
8. Canadian Representative -- Correna Kelly; BOD Liaison: \_\_\_\_\_
9. Puppy Update for Breeder's List Group Coordinator-- Sandie King; BOD Liaison:  
Jim Kyres
10. Breeder's List Coordinator -- Carol White
11. Hall of Fame Awards Coordinator -- Genia Kyres

**(Year or Date) (Type of Report - Annual or Special) (Name of committee/appointed position) Report**

Name of Committee/Appointed Position Purpose/Objective: (state why the committee/appointed position exists) Note: This can be a repeat of the purpose/objective contained in the committee's/Appointed Position's guideline.

Committee/Appointed Position members: (list all committee members as well as BOD Liaison, if necessary)

Committee/Appointed Position accomplishments since last annual report: (Please be detailed; explain what your committee/appointed position accomplished since the last annual report was submitted, i.e., what did the committee/appointed position do in support of the ASDCA. To put it another way, this is your opportunity to brag how you benefited the ASDCA)

Old Business: (Any issues adversely or positively impacting the committee/appointed position)

New Business: (Future Goals and or projects)

Financial Expenditures: (include anticipated expenditures for the upcoming year)

What can the BOD / Membership do to assist the Committee/Appointed Position: (tell the BOD / Membership what type of assistance they can provide, if any)

Other miscellaneous information: (discuss anything not covered in the above sections)

*Submitted by: (Name, Title, Telephone #, email address & Date)*

**Note: The annual report is due to the ASDCA Secretary not later than 30 days prior to the National Specialty /AGM.**

**Please use this format for your report. If no information is needed for a particular section, add the word "None" so the BOD/Secretary knows that section was not overlooked.**

**Attachment (3) - Report Format**