

## **Committee Procedures and Role Descriptions**

At its meeting in November 2016, the Committee approved the final version of a document containing committee procedures; role descriptions for officers and coordinators; and remits for its two sub-committees. This was reviewed and amended by the Committee in February 2022.

### Committee Procedures

#### Officers of the Committee (elected by the membership)

- President, Chair & Vice Chair
- Honorary Secretary
- Honorary Treasurer
- Field Trial Secretary

#### Other Roles elected by the membership

- Breed Education Coordinator
- Breed Health Coordinator
- Breed Rescue Coordinator
- United Spaniel Association Representatives

#### Roles Appointed by the Committee

- Data Protection Officer
- Safety Officer
- Membership Coordinator
- Newsletter Editor
- Yearbook Editor
- Webmaster
- Social Media Coordinator
- Breed Representation Coordinator
- Puppy List Coordinator
- Cup Steward
- Archivist

#### Sub-Committees

- Judges Sub-Committee
- Health & Welfare Sub-Committee

## COMMITTEE MEETING PROCEDURES

All committee members give their time freely for the Club, the suggested guidance below is aimed to improve the efficiency of the running and managing of Committee meetings. This should allow for more time for discussion on relevant items and ensure that everybody comes to the meeting prepared and with an understanding of each item and what is required. Sub-committees will also be expected to follow this procedure.

### TIMETABLE FOR MEETINGS

In accordance with Club Rules Meetings of the Committee shall be held prior to the Annual General Meeting, Clumber Open and Championship Shows and as often as deemed necessary.

Meetings of the Committee shall be held at the discretion of the Honorary Secretary or at the written request of the Chairperson or four Committee members. Not less than 7 days' notice of such a meeting shall be given to each member of the Committee.

Dates for the next meeting will set at the conclusion of each preceding meeting.

#### **Before the meeting:**

1. The Secretary should send out a request for agenda items and associated papers, and reports from Officers and other role holders, to be submitted by a specified deadline date of at least two weeks before the date of the meeting.
2. The final agenda should be agreed with the Chair before being sent out along with associated papers so that it will be received by members at least seven days before the meeting.

#### **At the meeting:**

3. The Chair may decide to accept additional items and/or papers at the meeting but only if they are considered to be urgent and important, otherwise they should be deferred to the next meeting.
4. When the date of next meeting is confirmed the deadline for submission of items should also be agreed and noted in the minutes.

#### **After the meeting:**

5. The Minutes should be prepared and agreed by Chair and Secretary before sending to committee preferably within four weeks of the meeting.  
A précis of the approved minutes of the preceding meeting will be posted on the Website in a timely manner after the meeting.
6. Items for promotion will be publicised on the Club's Website and Facebook page and will be sent to the Breed Note Writer for the dog press.

### COMMITTEE MEMBERS

Committee Members play an essential role in ensuring that meetings are conducted as efficiently as possible and are therefore asked to:

1. Present report in writing in advance to the Secretary to be circulated with the agenda. Reports should contain specific proposals or recommendations for actions as appropriate so that committee members have advance notice. Verbal reports may be given but they should not contain any proposals or requests for action.
2. Ensure that all reports, agenda items and associated papers are submitted to meet the agreed deadlines; also that proposals are clearly stated to enable a focussed discussion.
3. Send apologies to the Secretary if unable to attend a meeting in advance and as soon as possible.
4. Assist the smooth running of the meeting by reading all papers in advance and ensuring the conversation remains on the topic under discussion
5. Respect committee confidentiality. When a précis of approved Committee meeting minutes has been made public, its contents may be discussed but not the views of individual committee members.

6. Treat all committee members with respect at meetings, and conduct themselves at all times in a way which will not bring the Committee or the Club into disrepute.
7. Respect collective responsibility on decisions made at Committee Meetings.

### **THE AGENDA**

1. Some “standing items” will appear on every agenda; these will include routine items:

- Apologies for Absence
- Approval of the Minutes of the Previous Meeting
- Matters Arising (not appearing as agenda items)
- Correspondence
- AOB
- Confirmation of Date and Venue of Next Meeting

In addition reports will be taken at every meeting from the:

- Secretary, Treasurer & Field Trial Secretary
- Membership Coordinator & Webmaster
- Breed Rescue Coordinator, Breed Education Coordinator & Breed Health Coordinator
- Judges Sub Committee & Health & Welfare Sub Committee

2. Other items should be prioritised so that items which require a decision are listed first; and those that are for “information only” appear at the end of the agenda.
3. Questions can always be asked about “information only” items, and additional proposals may still be put forward during the meeting.
4. Initials should be shown against each item to make it clear who will be presenting that item.

## **OFFICERS OF THE COMMITTEE**

### **PRESIDENT**

The President will be elected by ballot of the membership and will serve for a period of five years. As a member of the committee the President will have full voting rights.

The President will normally open the Annual General Meeting (or Special General Meeting) by welcoming members, and has the prerogative to chair the meeting. In the absence of the Chair the President will assume the role of Chair for the whole meeting.

The President will also be asked to present Club trophies to winners attending the Annual General Meeting.

### **CHAIR**

#### **Description of the Role:**

The Chair will oversee the activities of the Clumber Spaniel Club ensuring that they fit with the Club's stated objectives, code of ethics and also that they comply with KC regulations. The Chair will be elected by ballot of the membership and will serve for a period of three years .

At all meetings the Chair will have a deliberate vote, and a casting vote if necessary.

#### **Responsibilities Include:**

1. To chair Club Committee and General Meetings (Annual and Special).
2. To ensure that all proposals are correctly proposed and seconded, discussed thoroughly, voted on either by show of hands or secret ballot as appropriate; that the decision is confirmed and the outcome accurately documented.
3. To declare an interest and temporarily stand down in favour of the Vice-Chair if they have a personal interest in any matter under discussion.
4. To liaise with the Secretary to prepare agendas and to agree minutes before they are circulated to committee members or Club membership as appropriate.
5. To sign off the minutes of Committee and General Meetings (Annual and Special) to confirm their accuracy and approval by the Committee, or membership as appropriate.
6. To remind Committee members, at their first meeting after the Annual General Meeting, of the confidentiality of Committee business and of the Committee's collective responsibility for decisions.
7. To represent the Club when required.
8. To carry out the initial investigation of any complaint raised within the Club.
9. To give an annual report to the membership at the Annual General Meeting.

### **VICE CHAIR**

The Vice Chair will assume the role and responsibilities of the Chair in the Chair's absence or if the Chair has declared a personal interest in the item under discussion.

The Vice Chair will be elected by ballot of the membership and will serve for a period of one year; and as a member of the Committee has full voting rights.

Should a Vice-Chair have to step down during their period of office, the Committee may appoint a Vice Chair from within the Committee. It may also then decide to co-opt to fill the vacancy thus created on the Committee.

## HONORARY SECRETARY

### Description of the Role

The Honorary Secretary (Secretary) has overall administrative responsibility for the Club, and should work with the other Officers and role holders to ensure that the Club's activities fit with its stated objectives, code of ethics and also comply with Kennel Club (KC) regulations. The Secretary is the Kennel Club's initial point of contact with the Clumber Spaniel Club.

Although the Secretary has overall responsibility for the administration of the Club, various duties are delegated to named roles as described in this document.

The Secretary will be elected by ballot of the membership for a period of three years. The Secretary will receive an Annual Honorarium at a value to be agreed by the membership at the Annual General Meeting.

The Secretary is a member of the Club Committee and has full voting rights.

### Responsibilities Include

#### For Committee Meetings

1. To confirm venue and other arrangements for meetings; and send reminder to members asking that agenda items with associated papers are submitted by the agreed date of two weeks in advance.
2. To prepare the agenda in consultation with the Chairman, ensuring that it and all associated papers are sent to committee members at least one week in advance.
3. To ensure that the names of the members present at each Committee meeting are recorded within the minutes of the meeting.
4. To submit a Secretary's Report to each committee meeting.
5. To ensure that accurate and comprehensive minutes are prepared which include action points with the named person(s) responsible and agreed by the Chair before sending to the committee within three weeks of the committee meeting.
6. To ensure that a précis of the approved minutes of the preceding meeting will be posted on the Website within one week of the meeting.
7. To ensure that items for promotion will be publicised on the Club's Website and Facebook page and will be sent to the Breed Note Writer for the dog press.

#### For the Annual General Meeting (AGM) or Special General Meeting (SGM):

8. To follow the timetable for distributing the notice of the AGM or SGM, the request for agenda items, rule changes, as set out in the Club Rules.
9. To include with the AGM or SGM notice, a timetable for elections and to receive nominations and individual's statements, and to prepare ballot papers for circulation to members according to the agreed timetable. Also to ensure a suitable person is selected to act as Teller for the ballot.
10. To prepare the agenda in consultation with the Chairman and ensure circulation to members at least 21 days prior to the date of the AGM or SGM.
11. To ensure that all members present sign the attendance sheet which is kept in the Minute file.
12. To give a Secretary's report to the AGM.
13. To prepare an 'AGM (or SGM) Summary Report' which includes the results of ballots, plus decisions on any proposals or rule changes. To agree this report with the Chair and then send it to the Website and Breed Note Writer for the dog press within two weeks of the AGM.
14. To ensure that accurate and comprehensive minutes are prepared and approved by the Chairman before circulating to the membership as Draft Minutes.

#### Other Duties of the Secretary include but are not restricted to:

15. Ensuring that Club Registration is maintained by payment of the annual fee, and Annual Returns are submitted as required by the KC. Also that licences for shows are applied for in a timely manner.
16. Working closely with the appointed Show Manager to ensure all shows are organised in compliance with KC regulations.
17. Organising Breed Seminars for judges.
18. Ensuring an inventory of all Club possessions is maintained which includes a record of property transfers between members.
19. Coordinating and sending mailings to members throughout the year according to an agreed timetable and in co-ordination with the club publications Editor(s).
20. To ensure that all appropriate Club materials are given to the Breed Archivist such as Club publications, Breed Record Supplements, and show records plus any other Clumber related items.

### **HONORARY TREASURER**

#### **Description of the Role:**

The Honorary Treasurer (Treasurer) is responsible for keeping a complete record of the Club's Income & Expenditure, reporting the Club's financial position to Committee Meetings and preparing the Annual Accounts for Audit and presentation to the Annual General Meeting (AGM).

The Treasurer will be elected by ballot of the membership for a period of three years. The Treasurer will receive an Annual Honorarium at a value to be agreed by the membership at the AGM.

The Treasurer is a member of the Club Committee and has full voting rights.

#### **Responsibilities Include:**

1. Maintaining a filing system with all the Club's Income & Expenditure transactions.
2. Maintaining an up to date Cash Book, incorporating monthly Bank Reconciliations for each of the Club's Accounts.
3. Managing the investment of surplus funds with agreement of the Committee.
4. Liaising with the Secretary on a regular basis on payment of accounts and receipt of income
5. Liaising with the Membership Coordinator to ensure the Club maintains an accurate Member's List.
6. Ensuring prompt payment of invoices each through cheque or funds transfer where appropriate.
7. Ensuring all Petty Cash payments and receipts are appropriately authorised and signed for.
8. Prompt banking and cash reconciliation after each of the Club's activities.
9. Maintenance of the Club's authorised signatories with the Club's Bankers.
10. Presentation of the Club's financial position and any Event Accounts at Committee Meetings, advising the Committee on Year End projections.
11. Preparation of the Accounts for Audit, and liaising with the Auditor/Book Examiners.
12. Presentation of Annual Accounts to the AGM.
13. If applicable ensuring the Club has complied with taxation requirements.

### **FIELD TRIAL SECRETARY**

**Description of the Role:**

The Field Trial Secretary is responsible for ensuring that all working events organized by, or on behalf of the Clumber Spaniel Club comply with KC Field Trial Regulations. The Field Trial Secretary is elected by ballot of the membership and will serve for a period of one year. The Field Trial Secretary is an officer of the Club and member of the Committee with full voting rights.

**Responsibilities Include:**

1. To prepare a programme of working events which may include any or all of the following: a Field Trial; Gundog Working Tests; Working Gundog Certificate event; Gundog Training Day; or a Match for Clumber, Field and Sussex Spaniels
2. To maintain a list of venues, which have been inspected to ensure suitability for working events and to agree terms of use with landowners.
3. To maintain a list of Club Trophies and a record of winners, ensuring trophies are returned in good condition when required for the next event
4. To ensure that the information required for the Club's KC Annual Returns is provided to the Secretary when requested. This currently includes requests for authority to hold Gundog Working Tests and a list of Gundog Working Tests held during the previous year.
5. To give a report to the membership at the AGM and to each committee meeting.

Specific arrangements for each event will vary but may include:

6. Applying for KC licences and permissions for each event as appropriate; engaging Guns (with valid licence and insurance) and agreeing terms; submitting schedule and entry form to the KC before the event, and the Running Card marked with awards after the event.
7. To select judges or trainers as appropriate and to process contractual paperwork.
8. To publicise each event; produce schedules and entry forms; and ensure an approved risk assessment form is completed for each event.
9. To engage veterinary support; arrange catering; recruit additional help eg stewards for the day; purchase rosettes, prizes and gifts for host, keeper and judges; print award cards, etc
10. To ensure all equipment is available as appropriate for the event eg blank guns, dummies, red flag, paperwork for judges, armbands; directional signs etc
11. To receive and process entry forms; prepare and circulate the result of the draw; produce running cards sufficient for the day and also for the Club records;
12. To oversee the detailed organisation of the helpers on the day; welcoming the judges, and entrants; opening the event by welcoming those present and giving a safety briefing.
13. Also to carry out presentation of awards; complete all paperwork with the judges and ensure that the venue is cleared and left in suitable condition.
14. To publish results after the event and send letters of thanks to judges, landowner etc

**OTHER ROLES ELECTED BY THE MEMBERSHIP**

## **CLUMBER SPANIEL BREED EDUCATION COORDINATOR**

### **Description of the Role**

The Clumber Spaniel Club Breed Education Coordinator (BEC) has an administrative role to co-ordinate all points of breed-specific education and support for judges and to support the Club's obligations under the Judges' Education Programme (Breed Shows) for the education and training of judges.

They will be elected by ballot of the membership for a term of three years and may offer themselves for re-election. The BEC will be an ex-officio member of the Judges Sub-Committee. The Breed Education Coordinator does not have to be a member of the Committee, but may attend committee meetings to give a report or submit their report to Secretary for inclusion. The Breed Education Coordinator will present a report at the AGM.

### **Responsibilities Include**

1. To identify the need for educational opportunities
2. To forward plan the breed's education and training needs to ensure an effective process
3. To assist breed clubs in co-ordinating breed appreciation days
4. To develop the multiple-choice breed standard exams for use at breed appreciation days in line with Kennel Club guidance
5. To arrange the delivery of the multiple-choice breed standard exam to breed clubs/councils hosting breed appreciation days
6. To identify through breed clubs/breed councils and assist in the recruitment of mentors within the breed
7. To facilitate the mentoring process
8. Arrange initial introduction of the mentor to the mentee as and when required, and to monitor the mentoring process
9. To identify through breed clubs/breed councils and assist in the recruitment of observers to observe judges when required
10. To arrange for judges to be observed at the appropriate time/show
11. To assist The Kennel Club with the delivery of breed-specific assessments as required
12. To encourage breed clubs/breed council to actively promote breed supported entry shows
13. To update The Kennel Club with details of all educational activity within the breed, upon request via an annual return form
14. To provide reports to breed clubs/breed councils upon request
15. To collate and maintain records received from breed clubs/councils and judges to give an accurate record of the breed's education of judges
16. To keep up-to-date, accurate and confidential records of all contacts made and subsequent actions taken
17. Please note: any work/material that is created during the tenure of being the BEC, all copyright is to be assigned to the breed clubs/council commissioning the work
18. To comply with data protection legislation in place (or as amended from time to time) and forward all documentation and personal data held to the relevant breed club(s) as appropriate when the position of BEC is relinquished

## **CLUMBER SPANIEL BREED HEALTH COORDINATOR**



### **Description of the Role**

The Clumber Spaniel Breed Health Coordinator (BHC) will provide a central point of contact between the breed and the Kennel Club for all matters concerning health, ensuring that information is passed on to all appropriate people in a timely manner.

They will be elected by **ballot of** the membership for a term of three years and may offer themselves for re-election. The BHC will be an ex-officio member of the Health & Welfare Sub-Committee.

The Breed Health Coordinator does not have to be a member of the Committee, but may attend committee meetings to give a report or submit their report to Secretary for inclusion.

The Breed Health Coordinator will present a report at the AGM.

### **Responsibilities Include**

1. Providing advice, help and support, in complete confidence, to owners and breeders on health matters affecting their dogs;
2. Providing accurate, reliable and consistent information to breeders, owners and the general public, in order to educate and raise awareness about health issues that affect or could affect the Breed;
3. Giving a report to each meeting of the H&W Sub-committee which includes all correspondence with the KC and other external bodies.
4. Working with the H&W Sub-committee to inform, update and consult with them over the breed's health and other relevant general canine health issues,
5. Working with the H&W Sub-committee to research, compile and publish information and updates on all health matters affecting the breed, via the Club's website, newsletters, leaflets, flyers, yearbook and any other relevant publications;
6. Receiving, recording and monitoring input from owners and breeders concerning reported cases of illness or disease and causes of death, in order to keep abreast of current health issues affecting the Breed and alert the H&W Sub-committee as early as possible to any significant new issues that may be emerging;
7. Compiling annual health reports on behalf of the Club for submission to the KC with its annual returns, and provide additional interim health reports to the Club as and when necessary;
8. Communicate and liaise with professional associations and institutions (including The Kennel Club, British Veterinary Association and Animal Health Trust), veterinary practitioners, referral clinicians, researchers, geneticists, charities and other regulatory or advisory organisations concerned with canine health & welfare;
9. Keeping abreast of developments in canine research, legislation, disease knowledge, both within the UK and worldwide;
10. Attending meetings, health related seminars, conferences etc. as and when necessary.

### **RESCUE COORDINATOR**

**Description of the Role:**

The Breed Rescue Coordinator is responsible for organising the volunteers who help with the work of Clumber Spaniel Rescue and for keeping the records of the dogs helped and monies expended.

They will be elected by ballot of the membership and will serve for a period of one year and may offer themselves for re-election. The Rescue Coordinator will receive an Annual Honorarium which is agreed by the membership at the AGM.

The Rescue Coordinator does not have to be a member of the Committee, but may attend committee meetings to give a report or submit their report to Secretary for inclusion.

The Breed Rescue Coordinator will present a report at the AGM.

The Breed Rescue Coordinator may also, if interested, be an ex-officio member of the Health & Welfare Sub Committee.

**Responsibilities include:**

1. Acting as first point of contact for owners, or others who know of a Clumber which requires rescue and re-homing.
2. Maintaining a list of potential new homes for a rescue Clumber.
3. Co-ordinating volunteers to collect, provide temporary housing, and assess each dog received into Rescue.
4. Liaising with vets if medical advice or treatment is required.
5. Co-ordinating volunteers to assess each potential new home including a home visit where possible, delivering the dog to its new home; and any necessary follow-up visits ..
6. Producing guidelines, for the approval of the committee, for vetting new homes and assessing dogs so that all helpers follow a standard method.
7. Maintaining records of all monies received and spent in connection with the work of Clumber Rescue; and liaising with the Treasurer to ensure transactions are incorporated into the Club accounts for auditing purposes.
8. Ensuring, in liaison with the Treasurer, that Public Liability Insurance' and Personal Accident Insurance is provided for any member while helping with Rescue.
9. Ensuring that all records kept are in compliance with CSC Data Protection Policy.
10. Ensuring all necessary Adoption forms are completed at the appropriate times; keeping all paperwork in relation to each dog filed and secure
11. Giving a report to each committee meeting on dogs waiting to be re-homed, those that have been re-homed; supplying reports for Year Book / Newsletters; also giving an annual report on Clumber Spaniel Rescue to the membership at the AGM.

## **UNITED SPANIEL ASSOCIATION REPRESENTATIVE**

### **Description of Role:**

The Clumber Spaniel Club is a member of the United Spaniel Association and is entitled to send two Representatives to serve as members of the USA Committee.

The two USA Representatives are appointed annually at the AGM.

### **Responsibilities Include:**

The primary function of the representatives is to attend the meetings of the United Spaniel Association and sit as committee members. As part of that committee they will assist where possible in the organisation of USA events including shows, seminars and working events.

They will provide a means of communication between the committees of the two clubs ensuring that CSC members are informed of all USA events by reporting to the CSC Committee.

They will also give an annual report to the members of the Clumber Spaniel Club at the AGM.

## **ROLES APPOINTED BY THE COMMITTEE**

### **DATA PROTECTION OFFICER**

#### **Description of the Role and Responsibilities:**

The Data Protection Officer (DPO) is responsible for overseeing the Club's compliance with Data Protection and will be the first point of contact if a breach is suspected.

They will have the duty of reporting a breach to the Information Commissioners Office if, after investigation, it is deemed appropriate.

The DPO will be appointed annually by the Club Committee at the first meeting after the AGM and will be independent of the Committee.

### **SAFETY OFFICER**

#### **Description of the Role and Responsibilities:**

The Safety Officer is responsible for managing the Club's Safety Management System ensuring that it remains current and carrying out regular reviews as required. The Safety Officer will also have responsibility for producing risk assessments and overseeing safety compliance for all Club events.

The Safety Officer will be appointed annually by the Club Committee at its first meeting after the AGM and need not be a member of the Committee.

### **MEMBERSHIP COORDINATOR**

#### **Description of the Role:**

The Membership Coordinator is responsible to the Committee for processing membership applications, renewals and ensuring appropriate records are kept.

They will be appointed annually by the Club Committee from within its membership, at the first meeting after the AGM.

**Responsibilities include:**

1. Maintaining an up to date list of all members' names and addresses
2. Receiving new applications for membership and acknowledging receipt; then checking appropriate fees have been paid before presenting to the Club Committee for approval.
3. Sending out Welcome Packs to all new members
4. Receiving all renewal forms, checking personal details against current records and making changes where necessary, and sending payments to the Treasurer.
5. Ensuring appropriate follow up is done on lapsed members.
6. Liaising with the Treasurer to ensure all fees are paid into the bank account in a timely way.
7. Providing a report to each committee meeting which includes new members and total number of current members.
8. Ensuring that all membership records kept are in compliance with CSC Data Protection Policy

**NEWSLETTER EDITOR****Description of the Role:**

The Editor will have delegated responsibility for compiling, editing and printing of the CSC bi-annual newsletter known as Clumber Clips, ensuring that the contents do not contravene the aims or the ethics of the Clumber Spaniel Club.

They will be expected to keep to agreed publication dates, and will have the authority to refuse material if received after the agreed deadline date for submission.

The Editor will be appointed annually by the Club Committee at the first meeting after the AGM and need not be a member of the Committee.

**Responsibilities include:**

1. To prepare a contents plan and circulate deadline dates to all contributors for submission of material and reports.
2. Sourcing suitable material from within and outside the Club, and also seeking potential advertisers to raise revenue to offset costs.
3. Establishing links with the international Clumber community to receive or exchange material for inclusion in Club publications.
4. Producing a version in PDF format ready for printing in time to meet distribution deadlines.
5. Identifying the best value for money deal for printing each publication in liaison with the Treasurer.
6. Liaising with the Membership Coordinator to ensure sufficient numbers are printed.
7. Sending the print ready version to printers and arranging for the collection or delivery of the printed publications.
8. Liaising with the Secretary and others to ensure prompt and cost efficient distribution to members.

**YEARBOOK EDITOR****Description of the Role**

The Editor will have delegated responsibility for compiling, editing and printing of the CSC annual Yearbook, ensuring that the contents do not contravene the aims or the ethics of the Clumber Spaniel Club.

They will be expected to keep to agreed publication dates, and will have the authority to refuse material if received after the agreed deadline date for submission.

The Editor will be appointed annually by the Club Committee at the first meeting after the AGM and need not be a member of the Committee.

#### **Responsibilities include**

1. To prepare a contents plan and circulate deadline dates to all contributors for submission of material and reports.
2. To prepare an outline budget for the approval of the committee which includes the cost of printing and fees to be charged for members' pages.
3. To liaise with the Secretary on the production of a flyer with details about 'member's pages' and advertising this as widely as possible, including through websites and social media.
4. Sourcing suitable material from within and outside the Club, and also potential advertisers to raise revenue to offset costs.
5. Establishing links with the international Clumber community to receive or exchange material for inclusion in Club publications.
6. Producing a version in PDF format ready for printing in time to meet distribution deadlines.
7. Identifying the best value for money deal for printing each publication in liaison with the Treasurer.
8. Liaising with the Membership Coordinator to ensure sufficient numbers are printed.
9. Sending the print ready version to printers and arranging for the collection or delivery of the printed publications.
10. Liaising with the Secretary and others to ensure prompt and cost efficient distribution to members.
11. Receiving members' pages; editing if necessary; sending proofs back for approval; and receipt of payment when the proof is returned.

Maintaining a record of all monies received and liaising with the Treasurer to ensure all money is paid into the bank account in a timely way.

### **WEBMASTER**

#### **Description of the Role**

The Webmaster is responsible for creating and developing the Club's website as a major tool for promoting the Club, and communicating with a variety of interest groups such as showing, working, breeders, prospective and pet owners, as well as prospective Clumber Spaniel owners. The website should also be a source of information for anyone who might want to know more about Clumber Spaniels.

The Webmaster will be appointed annually by the Club Committee at its first meeting after the AGM and need not be a member of the Committee.

#### **Responsibilities include**

1. Regular development of the website to ensure it is fully functional and operates as expected.
2. Continuous development of the website to ensure it remains attractive to the existing and potential audiences
3. Ensuring the maintenance of the domain name and the contract with the server; also ensuring there are suitable back-up procedures in the event of a server failure.
4. Agile maintenance of the site including identifying suitable content, updating content as
5. supplied in a timely way; creating appropriate internal and external links; adding new content such as news, show results, future judging appointments, judges lists, pictures, details of events, health information, forms etc
6. Liaising with key stake holders within the Club to ensure they provide new material to the Webmaster when it is available.

7. Regularly testing the functionality of the site for ease of use and suitability for the various audiences and platforms
8. Responding and reacting promptly to complaints from users, investigating and introducing appropriate solutions
9. Maximising visits through search engine optimization, and providing reports to the Club Committee on the number of visits to the site.

### **SOCIAL MEDIA COORDINATOR**

#### **Description of the Role and Responsibilities:**

The Social Media Coordinator will be the lead administrator for the Club's Facebook page and will be responsible for maintaining the site through regular updates and ensuring that it is fully functional and operates as expected.

The Social Media Coordinator will be appointed annually by the Club Committee at its first meeting after the AGM and need not be a member of the Committee.

### **BREED REPRESENTATION COORDINATOR**

#### **Description of the Role:**

The Breed Representation Coordinator (BRC) is responsible to the committee for coordinating handlers and dogs to attend events such as Game Fairs, Pet Shows and Discover Dogs where facilities are provided to promote the breed to the public.

They will provide regular updates to the Secretary on the events that are being attended.

The BRC will be appointed annually by the Club Committee at its first meeting after the AGM and need not be a member of the Committee.

#### **Responsibilities include:**

1. Providing a central point of contact between the Club and organisers of events where breed promotion activities are included.
2. Booking stands and liaising with organisers about equipment and services provided and what extra is required
3. Preparing a risk assessment for each event and ensure all handlers comply with Club and Event organisers Health & Safety rules
4. Ensuring sufficient and suitable dogs and handlers are available to cover each event e.g. handlers and dogs for Game Fairs should have some working experience.
5. Preparing display material and handouts to promote the breed and Club membership which are suitable for each event and its target audience.
6. Providing information for handlers to ensure they have sufficient knowledge to be able to answer questions from the target audience.
7. Seeking out new events which are suitable to promote the breed to a wider audience.

## **PUPPY LIST COORDINATOR**

### **Description of the Role and Responsibilities:**

The Puppy List Coordinator will be listed as the Club's first point of contact for anyone enquiring for a Clumber Spaniel Puppy. They will offer advice on obtaining a Clumber puppy such as potential cost. They will maintain a list of members' litters that have puppies available and forward this information to enquirers. It is the responsibility of members to inform the Coordinator if they have puppies to be added to the list and to advise the Coordinator when all puppies have sold.

The Puppy List Coordinator will be appointed annually by the Committee at its first meeting after the AGM and need not be a member of the Committee.

## **CUP STEWARD**

### **Description of Role:**

The Cup Steward will be responsible for keeping records of all cups and trophies owned by the Clumber Spaniel Club. They will be appointed annually by the Committee at its first meeting after the AGM and need not be a member of the Committee.

### **Responsibilities Include:**

1. To maintain a catalogue of all cups and trophies with details of the donation and descriptions of how they are to be awarded.
2. To keep all cups and trophies in good condition and in a secure location when not being held by a member.
3. To ensure all cups and trophies are returned in good condition where possible prior to each show or the AGM when they will be awarded.
4. To take all cups and trophies to the appropriate show or AGM where they will be awarded.
5. To advertise to members those trophies that need an application and the qualifications required to win.
6. To maintain a record of all cups and trophies won each year; and to ensure that winners have achieved any special requirements for winning.
7. To ensure all members provide details of name and address and that they sign for cups and trophies when taking and on return.
9. To arrange for valuations when appropriate and to keep records of those values.
10. To assist the committee in any review of suitability of cups, trophies and award criteria.
11. To supply details of winners of cup and Trophies and Top Dog Winners to Website and Club Publications when required.

## **ARCHIVIST**

### **Description of Role and Responsibilities:**

The Archivist will be responsible for collating and recording any material that forms an historical record of the breed. The material collected will be catalogued and, if possible, added to a digital record and will have responsibility for the safeguarding of all material in the archive.

They will be appointed annually by the Committee at its first meeting after the AGM and need not be a member of the Committee.

## SUB COMMITTEES

### JUDGES SUB-COMMITTEE

#### **Membership**

Members of the Judges Sub Committee ~~are~~ will be appointed annually by the Club Committee at its first meeting after the AGM. It will include ~~the~~ four judges who have long standing experience as CC judges plus one other judge who has not given CCs.

The Breed Education Coordinator will be an ex-officio member of the Judges Sub-Committee.

The Sub Committee will elect a Chair and Secretary from within its membership at the first meeting held after the AGM.

#### **Key areas of responsibility include**

1. Considering all applications from new judges and those requesting to move onto a different Judges List, and to ensure that they have the appropriate qualifications before recommending them to the main Committee for formal approval.
2. Ensuring that the Club's Judges Lists are kept up to date and available to be included in the Club's' Annual Returns to the Kennel Club, and in the Club Yearbook.
3. Responding to and implementing any changes to Judges Regulations as notified by the Kennel Club.
4. Ensuring that the criteria for each judging list are reviewed on an annual basis.

### HEALTH & WELFARE SUB-COMMITTEE

#### **Purpose:**

The Health & Welfare Sub-Committee will be appointed annually by the Club Committee at its first meeting after the AGM, to develop policy on its behalf to improve the health and welfare of Clumber Spaniels. This will include the prevention of ill-health, the promotion of fit and healthy lifestyles, and improving the genetic health of the breed.

All Sub-committee members will be able to act as 'health advisers' to members on a one-to-one basis.

#### **Membership:**

- The Club will invite members to stand for appointment to the Sub Committee and representatives will be selected from across various interest groups such as Breeders, Show Exhibitors, Working and Pet Owners
- The Breed Health Coordinator will be an ex-officio member of the Health & Welfare Sub Committee.
- The Breed Rescue Coordinator may also, if interested, be an ex-officio member of the Health & Welfare Sub Committee.
- The Sub Committee will elect a Chair and Secretary from within its membership at the first meeting held after the AGM.
- The Chair will be responsible for producing a summary report for the Club Committee after each meeting to be forwarded to the Club Secretary.
- The Secretary will be responsible for organising meetings and producing the agenda and minutes; as well as any other clerical work required for the smooth running of the Sub-Committee.

The Sub-Committee may co-opt additional members, as required, to deal with specific H&W issues.



**Areas of Responsibility include:**

1. Developing policy on the health and welfare of Clumber Spaniels, including the prevention of ill- health, the promotion of fit and healthy lifestyles, the reduction of genetic health problems; and making recommendations to the Executive Committee.
2. Keeping track of emerging information in relation to H&W issues relating to Clumber Spaniels and communicating this information to owners and breeders as appropriate and in a timely manner.
3. Working to control or eradicate disease, increase genetic diversity, and reduce conformation problems by developing health plans for each health issue, including recommendations on which should be pursued as a matter of urgency.
4. Investigating and, if necessary, initiating research into current and potential breed health and welfare issues
5. Conducting and promoting health surveys, publishing the results and using them to prioritise action on health issues, and to inform future health policy and plans.
6. Monitoring measures of good practise and response to recommendations; such use of stud dogs, litter size, use of health tests etc
7. Communicating with breeders and owners to provide information and/or deliver education on health issues; running health screening events and schemes.
8. Developing and publishing guidance for all owners (breeders, workers, exhibitors and pet owners) to follow to ensure their dogs can lead fit and healthy lifestyles.
9. Ensuring articles and information published on H&W matters reflect a fair, honest and positive representation of the work being done by the Club.
10. Raising funds for future research projects or to support other health initiatives.
11. Liaising internationally with other breed clubs to share knowledge on health issues.