

Club Management

It takes a committed membership to keep a club running smoothly. All members are strongly encouraged to be actively involved in the club's multifaceted activities: volunteer at the many club events, offer to help staff classes, be willing to assume the responsibilities of club management by helping to staff the club's various committees and/or serve on the board.

The Board

The following are the principal club Officers, elected yearly by the membership at the Annual meeting, and responsible for making decisions for the club:

The President - Presides over all meetings of the Club and of the Board and has the duties and powers normally appurtenant to the office of President.

The Vice President- Has the duties and exercises the powers of the President in case of the President's death, absence, or incapacity. The V. P. manages and updates the building use calendar, maintains all copies of contracts and arranges the September annual club dinner.

The Secretary -Keeps a record of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club. Handles all the correspondence, notifies members of meetings, and notifies officers and directors of their election to office.

The Treasurer -Collects and receives all monies due or belonging to the Club, deposits monies in a bank designated by the Board, maintains records of Club finances which are at all times open to inspection of the Board, reports to the Board at every meeting the condition of the Club's finances and at the annual meeting gives an account of monies received and expended during the previous fiscal year. The Treasurer writes and records checks for expenses such as trial expenses/reimbursements, refunds, grounds and building maintenance, routine bills and emergency expenses and may need to be in attendance at events in order to do so.

The Director of Training supervises and coordinates all training classes sponsored by the Club including scheduling and staffing classes, workshops, short courses and special classes and works with outside organizations (i.e. 4-H) when necessary to organize classes run by outside organizations at the club. The D.O.T. is in charge of any addition or cancellation of classes, scheduling and organizing any teacher training/update meetings and writing/updating any existing class curriculum. The D.O.T. has final say in any changes to class organization, class format, syllabi, curriculum, length of class session, class time, and class fees and is to be contacted regarding any class issues including but not limited to: refund requests, need for substitutes, classes that will run longer than the scheduled class session, class cancellations, or issues with problem dogs/ people. The D.O.T. ensures that Home Companion handouts, Puppy Kindergarten, Puppy Elementary, and Home Companion graduation certificates and teacher cards are available at the club when they are needed and gives the welcome address at the Home Companion and Puppy Kindergarten orientation at the start of each session. The D.O.T. has a budget of \$1000 / year (as of 4/2014) which may be used to hire outside trainers as they sees fit. The D.O.T. may appoint an assistant Director of Training and split the responsibilities as they see fit.

Members at Large- There are four "Members at Large" that serve on the board. These individuals attend Board meetings along with the Officers and vote to make decisions regarding the Club.

Chairs, Committees and Volunteer Positions

Chairs are volunteer positions approved by the Board and are responsible for specific aspects of Club maintenance and organization. Committees are appointed by the Board and consist of volunteer members that plan trials, research specific topics and present findings and recommendations to the Board. Several other volunteer positions are integral to the smooth, continuous operation of the Club.

Membership Chair-Assists new members in the process of fulfilling their requirements, confirms all requirements are met by candidates, submits names of prospective members for publication in News section of website, leads meeting proceedings to elect new members, notifies new members of their election to membership, accepts and tracks dues payments and maintains an updated roster of Members with their addresses and phone numbers (distributed to Membership at least once/year). Distributes new door code to Members each time it is changed and prepares sign-in sheet for general meetings.

Building and Grounds Chair- In charge of routine maintenance and repair of all Club facilities and property as well as emergency situations as they arise. Contracts for services such as mowing and snow removal and arranges to meet professionals at the building periodically when estimates or repairs are needed. Carries out a regular building maintenance schedule as agreed upon by the Board including heating and cooling, light bulb changing, salting for winter, lp purchase, and change air filters.

Cleaning Chair- Maintains cleaning schedule, assigns Members to fill in open spots not already assigned, and alerts the Board to anyone who does not show up to clean or arrange to clean/pay someone to clean by the end of the year. Maintains adequate levels of cleaning supplies and paper products and is in charge of keeping cleaning equipment in working order.

Registrar- In charge of accepting and organizing class registrations (via web form and mail-in form), maintains wait-lists for classes, contacts students with confirmation of their enrollment, and prepares rosters for instructors each session.

Obedience Committee – Organizes Obedience Trials and matches, arranges for seminars and other events on obedience topics

Agility Committee - Organizes Agility trials and matches, arranges for seminars and other events on agility topics

Tracking Committee – Organizes Tracking Tests and arranges tracking seminar

Finance Committee – Formed to assemble a report assessing the financial status of the Club

Nominating Committee- Every June, the Board selects a Nominating Committee consisting of three members and two alternates, not more than one of whom may be a member of the Board. This committee meets to choose one candidate for each office and four candidates for the four other positions on the Board and with each person's consent, reports their nominations to the Secretary in writing. (Additional nominations may be made at the August meeting by any member in attendance.)

Website Maintenance/E-correspondence Volunteer– Maintains and updates the Club website, administrator to Club's yahoo list, responds to emails directed at the club via email and website contact form.

Phone Correspondence Volunteer- Listens and replies to Club's answering machine messages.

Beverage Supply Volunteer- Purchases (with money from the fridge door cup) and stocks soda and water in Club's fridge.

Class Instructors and Assistants

A very important aspect of our club is our classes and we can't provide classes without Instructors and Assistants. If you have an idea for a new class, short course or workshop, contact the Director of Training. Currently classes can be offered any day and time as decided by the Director of Training.

Class instructors-

In order to instruct a class at DTCCU:

- One must have earned a "title" at that given level on at least one dog. (ie. CGC for Home Companion). *This requirement can be waived by Director of Training.*
- One must have assisted that class at least one time (three times is preferable).
- One must show an interest in teaching and contact the Director of Training about doing so.
- Director of Training has an obligation to encourage teachers and allow them to learn-from-experience, but also to watch and/or solicit opinions from students and observers of class, and provide help with teaching or experienced assistants as needed.
- One does not have to be a member to teach.
- Instructors are in charge of collecting fees from students and recording paid status and attendance on their rosters.

Class assistants-

Requirements for being an assistant:

- In large beginner-level classes, assistants must have taken that class in question multiple times and demonstrate an ability to help with problem dogs and explain the teacher's instructions when needed on a one-to-one basis.
- In smaller advanced-level classes, there are no requirements to be an assistant. Anyone interested in observing the class, helping with equipment, and following the teacher's instructions when needed is qualified.
- One does not have to be a member to assist.

Teacher Priority- Members who instruct or assist with a class can use Teacher Priority to increase their chance to get into some of our more popular classes (like agility) for the session following the class they instructed/assisted.