



## CKC Agility Team Canada Management Job Descriptions (Revised Dec 2019)

### Organization:

- The Canadian Kennel Club Agility Team Canada Management will be referred to as the Management Team. It will be composed of a **Standing Committee** that decides on policies and procedures and oversees the general operations. In addition, **ad hoc committees or individuals** will be struck or selected to perform specific tasks (e.g. to organize and run Tryouts).
- The Standing Committee comprises the following individuals: Team Leader, Assistant Team Leader, Treasurer, and Secretary. Where a retiring Team Leader wishes to continue to assist the committee, she/he may continue on as the Past Team Leader, an advisory position with special focus on Tryouts and Selection of Teams.
- Ad hoc individuals and committees will be under the supervision of the Team Leader in conjunction with the Management Team. The following fall into this category: Tryouts Secretary, AyC Team Captain, EO Managers (Team Captain, Team Assistant, Ring Assistants), AWC Managers (Team Leader, Team Coach, Team Assistant), Uniforms, Selection Committee, Sponsorships, Fund Raising Trials, Team Veterinarian, Canine Chiropractor, Massage Therapist and any other Body Workers.

### Standing Committee Role Descriptions

#### Team Leader

- Oversees the general operations of the Management Team throughout the year.
- Authorizes invoices to be paid by Treasurer.
- Supervises the selection process that chooses the international teams. This includes organizing of the EO/AWC Team Tryouts and notification of what teams qualify for specific events. The role also includes: reviewing the AyC Team Canada Applications for team selection, and organizing applications and selection of the 3-member team representing Canada at the AKC Invitational.
- In conjunction with the Management Team, solicits volunteers to ensure completion of ad hoc tasks.
- In conjunction with the Secretary/Public Relations Officer, ensures good communications exist among committee members, among competitors and that all pertinent information is available to the team members as well as the public.
- Liaison with the CKC and team members to be certain all codes of ethics, team conduct and team sponsorship is in strict accordance with CKC mandate.
- Represents the Agility Team Canada at FCI agility meetings.
- Fills out team entries and provides FCI with all pedigree and paperwork it needs.
- Works with Team Veterinarian and host committee for AyC, EO, and AWC to research any flight regulations, port of entry, and host kennel club requirements to ensure all criteria are met.
- Notifies the team members of the current years vaccination and treatment requirements for the dogs to travel to FCI competitions.
- Works collegially and positively with both management team and competitors.
- Works closely with the web site consultant to ensure information is posted in a timely manner.
- Reports CKC ATC news and results to be published on the CKC website.
- Informs CKC ATC sponsors about the teams successes and activities.
- Keeps the team members and supporters informed.
- Follows up with thank you letters to all sponsors.
- Works with Management Team and Ad Hoc committees and individuals to create appropriate materials and advertisements through the year.

## **Team Assistant**

- Works collegially with the team leader to complete all necessary tasks. Assumes responsibilities as required. The tasks include but are not limited to: organizing Tryouts, assisting competitors with preparations for events, and providing communications to CKC and Team Webmaster.
- Assists Team Leader in the organizing of team activities (e.g. team meetings, practice, dinner, wrap-up) overseas prior to major events.
- Assists with all paper work including creating event schedules, policy documents, etc.
- Assists Team Leader and Secretary with communication of results, thank you packages to sponsors, and letters of congratulation to CKC ATC Team members.

## **Secretary**

Duties of the secretary include, but are not limited to:

- Preparing agenda for teleconference calls each month.
- Referring to past minutes, reviewing any items to be discussed.
- Sending agenda to all member of CKC ATC, including time and date of meeting, requesting and items to be added to the agenda. This is typically done five days ahead of the meeting.
- Revising agenda as needed for the meeting. Send out agenda at least one day before the call.
- Attending all monthly CKC ATC Meetings and record minutes in the format requested by the Team Leader.
- Following meetings, ensure minutes are completed and sent to all members.
- Making amendments to minutes as required.
- Keeping minutes and agendas in an organized fashion for future reference.
- Voting on any motions during meetings.
- Set dates for future meetings.
- Preparing other documents as required.

## **Treasurer**

- Establishes a budget for the upcoming year so team members and supporters can be notified immediately as to approximate cost of trip.
- Prepares the invoices for all team members (management and competition) that detail their hotel, entry and uniform costs.
- Receives money from team members in a manner that can be tracked successfully.
- Pays invoices as authorized by the Team Leader.
- Prepares monthly financial statements and distributes them to all management team members prior to meetings.
- Prepares yearly financial statements and sends them to CKC, the management team and team members.