



# Finnish Lapphund

## Club Of New South Wales

### Committee Position Descriptions

#### Introduction

The Finnish Lapphund Club of NSW (FLCNSW) is an incorporated association with NSW Department of Fair Trading, and an affiliated club of Dogs NSW. The goals of the FLCNSW include to:

- a) Positively promote the Finnish Lapphund breed within NSW.
- b) Foster a supportive community for Finnish Lapphund owners within NSW.
- c) Support member breeders through proactive health initiatives, undertaking relevant studies and supplying meaningful information.
- d) Facilitate the rescue, rehabilitation and rehoming of Finnish Lapphunds as required.

The FLCNSW is entirely run by volunteers, who fill eleven (11) predefined positions within the committee. Committee members receive no remuneration for their work but reimbursements may apply in certain circumstances and with committee approval. Each committee member holds their position until the following annual general meeting, so for a period of approximately twelve (12) months. Members nominating for committee positions need to be prepared to hold the position for this period.

The committee has three main methods of communication, including:

- Meetings: held by phone conference on the second Tuesday of every second month starting at 7pm and usually concluding at 8:30-9pm.
- Facebook group: the committee maintains a Facebook group for day to day discussions and decisions.
- Email: committee members each have a club email account.

The expected workload of each position varies depending upon the role and how much or little time the committee member can contribute. And this may vary throughout the term due to personal/family/work responsibilities and club priorities. At a minimum, each committee member is expected to:

- Attend bi-monthly committee meetings by phone conference (approximately 1.5-2 hours in duration).
- Provide a report at each committee meeting regarding work undertaken and planned.
- Develop a written report at the conclusion of term, regarding the items achieved and/or work undertaken during the term.
- Engage in committee discussions and decision making as required.
- Undertake the duties listed in the position description for the role.

The FLCNSW continues to operate only through the generous contributions of committee, and support of its members.

## **Office Bearers**

### **President**

The primary role of the president of the FLCNSW is to make sure that the club is functioning in accordance with our responsibilities both to Dogs NSW as an affiliated club and the NSW Department of Fair Trading as an incorporated entity, as well as ensuring that we are operating within the FLCNSW's constitution. This involves knowing the requirements of the three organisations thoroughly and keeping a close eye on the everyday operations of the club to ensure they comply with the rules.

The president is also expected to act as a chairperson at all FLCNSW meetings and make themselves available for consultation by the club's office bearers, striving to continually improve the club's policy, activities and administration. They are also charged with ensuring that the club's sub committees function effectively.

For more information on what the role entails, please consult Dogs NSW's Guide for Club Management.

[http://www.dogsnsw.org.au/images/stories/PDFS/DNSW\\_Guide\\_Club\\_Management\\_-\\_Jun\\_11.pdf](http://www.dogsnsw.org.au/images/stories/PDFS/DNSW_Guide_Club_Management_-_Jun_11.pdf)

### **Vice President**

The FLCNSW Vice President role exists to act as a backup in the event that the president cannot fulfil their duties, for example, if the president is unable to attend a meeting or is charged with too many tasks to complete in a timely manner, the Vice President will step in to chair a meeting or lend a hand.

As the role of Vice President is not often called upon, the VP helps with projects or helps other committee members with their tasks and helps to ensure that the club is running effectively.

### **Treasurer**

The FLCNSW Treasurer role is required to keep track of the club's financial affairs and property and ensure that they are correctly recorded and reported. The treasurer must keep track of all receipts, payments, budgets and assets at all times and provide information to the committee and members where required. The treasurer is also in charge of organising the club's annual audit at the conclusion of the financial year. For more information on the duties of the treasurer, please see Dogs NSW's Guide for treasurers:

[http://www.dogsnsw.org.au/images/stories/PDFS/DNSW\\_Guide\\_Club\\_Treasurer\\_-\\_Jun\\_11.pdf](http://www.dogsnsw.org.au/images/stories/PDFS/DNSW_Guide_Club_Treasurer_-_Jun_11.pdf)

### **Secretary**

The secretary is charged with handling the club's correspondence and general organisation, producing meeting notices and agendas as required, as well as taking and distributing minutes from those meetings to the relevant people.

The secretary processes membership and renewal applications and maintains the member roll.

The secretary also acts as the point of contact for the club for external organisations including Dogs NSW and the NSW Department of Fair Trading.

The secretary role requires a solid knowledge of the rules of the association, Dogs NSW and Department of Fair Trading as well as a working knowledge of the club.

## **General Committee**

### **Show Secretary**

The FLCNSW Show Secretary's primary responsibility is to organise and ensure the smooth running of the club's Annual Specialty Show. To do this, the show secretary contracts appropriately qualified judges, stewards and Dogs NSW reps, arrange the booking of a venue, submits a draft schedule to Dogs NSW for approval, organises ribbons and prizes, accepts and processes entries, produces the show's catalogue and maintains a register of the shows held by the club and a record of the results of each show. The show secretary is also responsible for submitting the show results to Dogs NSW and organising any other show requirements, such as catering, equipment, photographers, critique recording devices, catalogue distribution and all required communication with exhibitors.

For more information on the duties of the show secretary, please see Dogs NSW's Guide for show secretaries:

[http://www.dogsnsw.org.au/images/stories/PDFS/DNSW\\_Guide\\_Club\\_Show\\_Secretary\\_-\\_Aug\\_12.pdf](http://www.dogsnsw.org.au/images/stories/PDFS/DNSW_Guide_Club_Show_Secretary_-_Aug_12.pdf)

### **Breed Liaison Officer**

The Breed Liaison Officer acts as the club's primary contact point for people wanting to learn more about the breed or who may be having trouble finding an appropriate Finnish Lapphund breeder. A good knowledge of the breed and general knowledge of registered breeders and their dogs is a must for this role.

The role is also charged with liaising with rescue groups and the committee to ensure any Finnish Lapphunds who are brought into rescue have their basic and veterinary care organised. The role will attempt to find the breeder of any Finnish Lapphund in rescue, and assist in the rehoming operation of the dog if required.

### **Activities and Events Coordinator**

The Activities and Events Coordinator is in charge of planning, organising, coordinating and publicising the club's calendar of events for the year, which may include picnics, breed stalls, walks, demonstrations and/or sports days. It is expected that at a minimum the club will hold four (4) picnics per year, and have a breed stall at Dogs on Show and the Dog Lovers Show.

### **Publicity Officer**

The FLCNSW Publicity Officer is in charge of maintaining the club's social media presence, including Facebook, Instagram and Youtube, and producing, editing and publishing a newsletter. The newsletter is developed using basic online software, with pre-existing templates. The frequency of the newsletters will be determined by the incoming 2017-2018 committee and publicity officer.

This role involves liaising with members and approaching external groups/individuals to obtain great editorial content to include in the newsletter and on social media. Strong writing and editing skills are required and confidence using online software is beneficial.

## **Webmaster**

The FLCNSW's Webmaster is charged with the upkeep and maintenance of the club's website, [www.flcnsw.com.au](http://www.flcnsw.com.au) and is responsible for updating and creating pages as needed. The website is on the Wix platform with google forms and other apps embedded for functionality so knowledge of both would be a big help.

## **Fundraising and Merchandise Officer**

The Fundraising and Merchandise officer's role mostly focuses on ensuring that the club's fundraising activities are well organised and effective in raising revenue. Though this role receives help from the rest of the committee, its main goal is to implement fundraising ideas and seek out new fundraising opportunities.

They are also in charge of maintaining and updating a price list for our club merchandise and liaising with our supplier to organise quarterly merchandise orders for club members.

This role needs to be able to devote ongoing time to handling and posting orders. Preferably they will be able to attend events, in order to maximise fundraising opportunities.

## **Health Officer**

The FLCNSW Health Officer is charged with monitoring known health issues and new trends within the Finnish Lapphund breed worldwide and providing information to FLCNSW members about those issues. An interest in and knowledge of different health issues, as well as basic genetics is a huge plus. Their duties include maintaining a register of known health results, investigating new health tests as they become available, reporting health issues to the committee, organising testing opportunities for members with the relevant specialists and assisting members with health issues pertaining to their Finnish Lapphunds.

The Health Officer is also asked to prepare relevant articles for member and member breeder updates.