

Gisborne Dog Training Club

Position Title: Club Secretary

Reports to: Club President / Executive Committee

Role Overview:

The Club Secretary plays a key administrative role within the club, acting as the main point of communication between the club's committee members and its members, as well as with external stakeholders. This position ensures that the club operates smoothly and effectively by maintaining accurate records and handling correspondence.

Key Responsibilities:

- **Meeting Coordination:**
 - Schedule and organize club meetings (e.g., Annual General Meetings, committee meetings).
 - Prepare and distribute agendas in consultation with the Club President.
 - Take and distribute accurate minutes of meetings.
 - **Records Management:**
 - Maintain and update club records, including member information, minutes, reports, and governing documents.
 - Ensure compliance with club policies, procedures, and bylaws.
 - **Communication:**
 - Act as the primary point of contact for club correspondence.
 - Communicate decisions and important information to members and relevant stakeholders.
 - **Compliance & Governance:**
 - Ensure timely filing of required documents (e.g., annual returns, registrations).
 - Assist in organizing elections and ensuring fair governance practices.
 - **Support to Club Officers:**
 - Support the President and other committee members in their roles.
 - Coordinate with treasurer for timely circulation of financial reports as required.
 - **Event Support:**
 - Help organize club events and ensure required permissions or documentation are in place.
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Qualifications & Skills:

- Strong organizational and administrative skills.
- Excellent written and verbal communication.
- Attention to detail and ability to manage confidential information.
- Prior experience in a secretary or administrative role (preferred but not essential).

SHOW SECRETARY

PRIOR TO THE SHOW

Contract Judges – will need to be done at least 6 months prior to the show – (earlier if possible)

Submit schedule to Dogs NZ for publication in Dog World Mag (Will also need details for Agility & Scent work to submit schedules at the same time)

Judges accommodation will need to be arranged – either camping on the grounds or billets

Reconcile entries & payments

Order Ribbons – OB placings dependent on numbers? 1st – 3rd or 5th if numbers higher

Agility as per regs to 10% as per splits calculated on Agility site

Ensure adequate stationery – Obedience Challenges, Obedience Winners certificates, Judging Sheets, stay pads

Once numbers confirmed prepare scent cloths

Test A – Patterns

Test B – Patterns, Handlers – 2 cloths per handler, Decoys X 2 separate patterned cloths for number of dogs entered

Test C – Patterns & Decoys X 2 separate patterned cloths for number of dogs entered

Scent cloths must be washed – with NO detergent. Once washed they must then not be touched unless wearing rubber gloves.

Cloths to be ironed flat & placed in scent boxes & the next day's set in plastic bags

Advise judges the number of dogs they will be judging

Arrange Stewards and confirm who they will be stewarding for & what tests

Organise prize money and send cash order to bank to arrange collection with two signatories

Liaise with showgrounds to have paddock mowed

Arrange sponsorship

Prepare catalogue

Calculate levies & arrange for treasurer to pay

Obedience, & Scent forms on Dogs NZ site

OJA on Dog Training Site

Agility on agility site

Print & laminate running orders

Do number cards

Organise Jumbo bin or wheelie bins (Sponsored by Waste Management)

AFTER THE SHOW

Complete results and load on Dogs NZ site

Send thank you letters/emails to sponsors