

 <p style="text-align: center;"><b>Policies and Procedures</b></p>	<b>Number: 3</b>
	<b>Name:</b> Duties of Executive Members
	<b>Developed by:</b> Executive
	<b>Approved by:</b> General Membership
	<b>Approval Date:</b> April 2004
<b>Amendment Date(s):</b> April 13, 2012, January 8, 2020, December 15, 2021, March 5, 2023	

**DUTIES OF OFFICERS:**

1. It shall be the duty of the President:
  - a) To uphold and defend the Constitution and Bylaws of the Club.
  - b) To represent the Club in any instance except those specifically covered otherwise in the Constitution and Bylaws.
  - c) To co-ordinate the activities of the Club.
  - d) To preside at the General Meetings.
  - e) To ensure annual Club corporation documentation is filed by the appropriate date.
  - f) To ensure that Auditors are appointed by the General Membership at the May General Meeting for auditing of books.
  - g) To preside at Executive committee meetings.
  - h) To perform other duties as required.
  
2. It shall be the duty of the Vice-President:
  - a) To perform the duties of the President in the event of the President's absence.
  - b) To assist in co-ordinating the activities of the Club upon the request of the President.
  - c) To be responsible for the supervision of the Club photo walls as per Policy #14 Photo Walls.
  - d) To be responsible for the Club library as per Policy #6 Library.
  - e) To perform other duties as required.
  
3. It shall be the duty of the Secretary:
  - a) To be responsible for keeping an accurate record of all Executive meetings of the Club and to distribute same to Executive members within two weeks of an Executive meeting; to be responsible for keeping an accurate record of all General, Special or Emergency meetings of the Club and to distribute same to all members within 30 days of a General, Special or Emergency meeting.

- b) To be responsible for the correspondence of the Club.
- c) To notify all members when membership fees are due.
- d) To be responsible for sending notices of General Meetings to all members as well as of any Special or Emergency Meetings, and to co-ordinate such.
- e) To receive proposed amendments to the Constitution and Bylaws and act thereupon in accordance with Article IV of the Constitution.
- f) To be responsible for maintaining accurate records of all members, producing a roster and providing copies of that roster to all members, as soon as possible each fiscal year and also, to new members, the information package.
- g) To renew Canadian Kennel Club recognition in December of each year.
- h) To bring forward for review by the Executive, every two years in the fall of the year, contracts of club members doing contract work for COKC, as per Policy 8 Procedures for Annual Review of Club Members Doing Contract Work for COKC.
- i) To perform other duties as required.

4. It shall be the duty of the Treasurer:

- a) To handle all financial transactions of the Club, including the payment of bills and depositing of funds, and providing all of the necessary information to the Club Bookkeeper, for use in the preparation of the Club's financial records and documents.
- b) At the end of each fiscal year, to assist the Club Bookkeeper in the preparation of the books for auditing.
- c) Within three months of the Club's year end, to take all necessary documents to the accountants to prepare the financial statements.
- d) Upon completion of the annual financial statements, to review them with the accountants and approve them, and to take completed documentation to the Club building for storage.
- e) To be responsible for maintaining a sufficient float at the Club.
- f) To be responsible for completing and distributing vouchers for free classes to those members who are eligible to receive them, and to maintain a database that records all vouchers that are distributed to members, and all that are submitted for usage by these members.
- g) To attend all in-person Registration sessions at the club to collect all payments.
- h) To perform other duties as required.

#### DUTIES OF COMMITTEE CHAIRS

1. It shall be the duty of the Building Chair:

- a) To be responsible for the maintenance and necessary repair of the Club Building and property.

- b) To be responsible for reading hydro meter and reporting same to proper authority.
  - c) To be responsible for maintaining the water level and pumping sewer on a regular basis, and to ensure bales are placed on well before winter frost.
  - d) To be responsible for purchasing any cleaning supplies and building supplies as necessary.
  - e) To ensure lawn is cut in summer and snow removed in winter.
  - f) To be responsible for key control (lock boxes and door codes) for the Club building and grounds.
  - g) To perform other duties as required.
2. It shall be the duty of the Canteen/ Merchandise Chairperson:
- a) To keep merchandise available for sale in stock.
  - b) To be responsible for organizing food and drink at Club functions such as General Meetings, etc.
  - c) To be responsible for maintaining the Club first aid kits in good order.
  - d) To forward all income to the Treasurer on a regular basis.
  - e) To perform other duties as required.
3. It shall be the duty of the Newsletter Editor:
- a) To compile and publish a newsletter at least six times a year.
  - b) To provide a copy of each newsletter to all members of the Club.
  - c) To co-ordinate news releases from the Club.
  - d) To be responsible for the club website and social media.
  - e) To keep a file of all previous newsletters.
  - f) To perform other duties as required.
4. It shall be the duty of the Public Education and Training (PET) Committee Chair:
- a) To be responsible for providing a means to educate and inform the public regarding the care and training of dogs.
  - b) To maintain a selection of pamphlets and other material on COKC and its activities and training programs.
  - c) To oversee and maintain the Club bulletin board and its contents, as well as signage in the Club building (e.g. price list for classes, vaccination protocol, etc.)
  - d) To be responsible for overseeing Pet Visitations by members and their dogs to Seniors Homes etc.
  - e) To be the Club contact for requests related to Club representation at events such as fairs, malls, etc.
  - f) To perform other duties as required.