

# NATIONAL SPECIALTY CHAIRMAN

## JOB DESCRIPTION

**General Description:** The key person responsible for the overall planning, execution and reporting of results of the GRCA National. Oversees the **Events Chairman, Ways & Means Chairman** and the **Support Chairman** and ensures that all planning details of the National Specialty are completed within an established timeline.

**Members:** One

**Position Type:** Ongoing, appointed by GRCA Board of Directors

**Contact Person(s):** GRCA Board Liaison

### Required Qualifications

- Must be a GRCA member in good standing for a minimum of ten (10) years
- Must provide documented experience chairing or co-chairing at least one major dog show event similar in scope to a National or Regional Specialty Show

### Preferred Qualifications

- An effective leader with good communication, organizational and planning skills.
- Working knowledge and participation in dog events
- Ability to apply the following basic management skills: setting priorities, making decisions, delegating authority, being resourceful and solving problems quickly and efficiently, conducting committee meetings via teleconference, dealing effectively with people, communicating professionally, meeting deadlines, knowledge of and conforming to GRCA and AKC rules, policies and established procedures
- Ability to coordinate multiple groups of volunteers with varied purposes
- Ability to pay attention to detail
- Dedication and commitment to the National Specialty
- Availability of time to commit to planning, organizing and executing all the National Specialty activities and to attending the 8-12 day event.

### Equipment Needed:

Computer, printer, scanner, internet access, email, and cell phone. *(Not provided or paid for by GRCA).*

**GRCA Provides:**

Travel expenses to National Specialty and to conduct NS site surveys in accordance with GRCA Reimbursement Policy.

**Responsibilities:**

- Follows the guidelines, rules and responsibilities as set out in the GRCA NS Manual as well as any applicable Board resolutions
- Researches, inspects and conducts site surveys of potential show and field event venues for future National Specialties
- Establishes a National Specialty schedule, coordinating details with the GRCA Board
- Presents proposed site location(s) to GRCA Board for final approval
- Ensures that all legal or contractual agreements are forwarded to the GRCA Legal Resource Committee for review. Final approval and signature will be authorized by the GRCA President and/or GRCA Treasurer.
- Recruits and organizes NS committee chairs (both local members and workers from other parts of the US)
- Effectively delegates responsibilities while maintaining congenial oversight and communication.
- Maintains balance between various events and activities ensuring proper allocation of time and resources.
- Works with NS Treasurer and GRCA Bookkeeper to establish a budget for each event.
- Maintains contact with GRCA Board of Directors, the Show Superintendent, and all event secretaries.
- Completes all necessary AKC and GRCA event applications and submits them to the GRCA Secretary. GRCA Secretary will review, sign and forward to appropriate AKC or GRCA contact.
- Prepares Premium List with guidance from Show Superintendent using established GRCA procedures or template, if available.
- Coordinate proofreading and editing of Premium List with key chairmen and the GRCA Secretary before sending to superintendent for publication.
- Prepares and coordinates judging schedule with key chairmen and the GRCA Secretary after closing date of entries.
- Prepares and proofreads information to be published in *GR News*.
- Coordinates with NS Treasurer and GRCA Bookkeeper so final financial report as submitted to GRCA is complete, accurate, and on time.
- Prepares a detailed report for the GRCA Board within 90 days of conclusion of event.
- Writes letters of appreciation to committee members, hotels, judges, suppliers and anyone else deemed appropriate.

- Serves on all show and trial committees.
- Ensures all reports and appropriate photos of all events are submitted to the *GR News* according to requirements.
- In accordance with GRCA Reimbursement policy, develops and submits an annual budget of projected expenses and income (if any) prior to July 31st of each calendar year and submits to the GRCA Board Liaison and GRCA Treasurer. Budgeted expenses will be reimbursed upon submission of a GRCA Expense Report (including receipts) to the GRCA Treasurer. Non-budgeted expenses require Board approval prior to reimbursement.
- Promptly notifies the GRCA Board if unable to fulfill responsibilities. Turns complete records and files over to successor.

### **Participation in Specialty Events**

- The National Specialty Chairman may participate in both competitive and non-competitive events at National Specialty.