

NATIONAL SPECIALTY EVENTS CHAIRMAN

JOB DESCRIPTION

General Description: This person is responsible for the oversight of the chairmen of the various competitive and non-competitive events at the National Specialty. This person ensures that all planning details for these events are completed within an established timeline. Works under the supervision and direction of the National Specialty Chairman.

Members: One

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

Skills/Qualifications Required:

- Must be a GRCA member in good standing for a minimum of five (5) years
- An effective leader with good communication, organizational and planning skills.
- Ability to pay attention to detail.
- Documented experience chairing a major dog event (e.g. national or regional specialty, obedience, field and/or agility trials, etc.) or experience chairing large non-dog events such as seminars or conferences.
- Working knowledge and participation in dog events.
- Ability to apply the following basic management skills: setting priorities, making decisions, being resourceful and solving problems quickly and efficiently, conducting committee meetings via teleconference, dealing effectively with people, communicating professionally, meeting deadlines, working within GRCA and AKC rules, policies and established procedures.
- Ability to coordinate multiple groups of volunteers with varied purposes.
- Dedication and commitment to the GRCA National Specialty.

Equipment Needed:

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

GRCA Provides:

Travel expenses to National Specialty in accordance with GRCA Reimbursement Policy.

Responsibilities:

- Recruits GRCA members and workers (both locally and nationally) to be chairpersons of GRCA required and optional events as stipulated in the NS Manual, as well as any additional events that may be added in the future
- Follows the guidelines, rules and responsibilities as set out in the GRCA NS Manual as well as any applicable Board resolutions
- 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 Chairman, NS Treasurer, GRCA Bookkeeper and individual event chairmen to establish a budget for each event.
- Works with NS Chairman and event chairmen to establish a National Specialty schedule.
- Ensures that all necessary AKC and GRCA event applications are completed and submitted to the GRCA Secretary. The GRCA Secretary will sign and forward to appropriate AKC or GRCA contact.
- Works with event chairmen to prepare their portion for the Premium List with guidance from the Show Superintendent using established GRCA Procedures or template, if available.
- Serves on all show and trial committees.
- Works with event chairmen to ensure all write-ups and appropriate photos of all events are submitted to the GRNews according to requirements.
- Provides GRCA Treasurer all receipts and expenses for travel in accordance with GRCA Reimbursement policy.
- Promptly notifies the National Specialty Chairman if unable to fulfill responsibilities. Turns complete records and files over to successor.

Participation in Specialty Events

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