

# NATIONAL SPECIALTY SUPPORT CHAIRMAN

## JOB DESCRIPTION

**General Description:** This person is responsible for the oversight of the chairmen of the various support committees at the National Specialty. This person ensures that all planning details for these committees 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 committees like the following and any others as may be needed:
  - Decorations
  - Field Trial Awards Banquet
  - Field Trial Welcome Dinner
  - Grounds & Equipment
  - Hospitality
  - Information/Answer Person
  - Judges' Hospitality
  - Logo Design
  - Parades
  - Rosettes/Ribbons
  - Trophies
  - Volunteer Coordinator
  - Website Coordinator
  - Welcome Dinner
  
- Provides assistance and serves as a point of contact to the following established GRCA committee chairmen to coordinate their space (venue) and schedule requirements:
  - GRCA Sales Manager
  - GRCA Top Twenty
  - GRCA Director of Education
  - GRCA Health Clinic Coordinator
  
- 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 designated committee chairmen to establish a budget for each committee.
- Works with NS Chairman and designated committee chairmen to establish a National Specialty schedule.
- Works with designated committee chairmen to prepare their portion for the Premium List with guidance from the Show Superintendent using established GRCA Procedures or template, if available.
- 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 Support Chairman may participate in both competitive and non-competitive events at National Specialty.