

NATIONAL SPECIALTY WAYS AND MEANS CHAIRMAN

JOB DESCRIPTION

General Description: This person is responsible for the oversight of the chairs of the income-generating events at the National Specialty. This person ensures that all planning details for these fundraising events adhere to established timelines. 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 the following committees and others as may be needed:
 - Catalog Advertising
 - Catalog Sales
 - Grooming
 - Merchandise
 - Raffles
 - RSVP orders
 - RV parking
 - Trophy Donations
 - Vendors

- 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 fundraising events to ensure proper allocation of time and resources.
- Works with NS Chairman, NS Treasurer, GRCA Bookkeeper and individual committee chairmen to establish a budget for all fundraising categories.
- Works with their individual fundraising chairmen to provide input for premium list and catalog.
- 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 Ways and Means Chairman may participate in both competitive and non-competitive events at National Specialty.