

BMDCA National Specialty Chairperson Job Descriptions

Show Chairperson: responsible for overall planning, execution and reporting of results of the specialty. Acts as Conformation Chairperson unless delegated to assistant chairperson. Oversees the various show committee chairs and ensures all planning details are completed by deadlines. Requires effective leadership, communication, organization and planning skills. Ideally selected by peers and must be approved by the BMDCA board. 3-4 year assignment with responsibilities all along for site selection, submitting bids to BMDCA, recruiting for key positions, submission of AKC applications, oversee judges selection, finalize show plans, follow up after specialty.

Assistant Show Chairperson(s): assists Show Chairperson with above. Designated as Emergency Response Coordinator for the event. May directly oversee various committee chairs and members. Must be BMDCA member with complimentary skills as noted above. 3-4 year assignment with responsibilities as above.

Hotel Liaison: maintains all communication between the host hotel and the BMDCA after the contract has been negotiated. Coordinates and oversees hotel registration process and wait list procedures. Ensures adequate meeting space is blocked and banquet event orders are filed for all meetings and events during the week of the specialty. At least two year assignment with busy period beginning about 18 months prior to the specialty. Very busy during the specialty.

Registration chair : designs and implements efficient registration procedures for the Non-Dog show activities at the specialty. Provides timely and accurate registration information to committee chairs. Develops and maintains registration database. Must be detail oriented, familiar with Access or other dbase program recommended but not required. At least one year assignment with busy periods beginning 9 months prior to specialty, intense workload 3 months prior to specialty. Must be on-site during the week of the specialty to oversee staffing of registration area.

Local treasurer: job role being revised as there is a standing position for national specialty treasurer.

Publicity chair: responsible for overall design, development and coordination of all publicity and advertising to promote the specialty. This includes Alpenhorn ads, catalog ad to be ready at preceding specialty, getting information and design to webmaster. 1 ½ year assignment with busy time prior to preceding specialty and then every month for the six months prior to the specialty.

Planning Booklet chair: overall design, development, printing and mailing the Planning Book. Must have good computer skills, knowledge of desktop publishing a plus but not required. 6-9 month assignment with busy period from September-December prior to the specialty.

Website: collaborates with the BMDCA Specialty Website Designer to develop website for this particular specialty. Acts as liaison between committee chairs and specialty webmaster. Obtains content and images from committee chairs, proofs and assures adherence to BMDCA policies. Maintains specialty website features (calendar, shopping cart etc). Must have PC skill (no Macs please). At least one year assignment with busy periods around time of site development and 6 months prior to specialty.

Conformation chair: overall planning, presentation and reporting the results of conformation events. Ensures details of event comply with AKC Rules. Must be BMDCA member with experience in planning, stewarding or exhibiting. At least a three year assignment with busy periods at beginning for site selection and event dates, a year along for finalizing hospitality, trophies and ring favors and then just prior to specialty before entries close. Some follow up responsibilities as well.

Obedience chair: overall planning and execution of obedience trial. At least two year assignment with busy periods at the beginning for selecting site, event dates and judges, at about a year along to finalize hospitality, trophies and ring favors. Must be present at the specialty. Must be BMDCA member.

Rally chair: same as obedience but for Rally.

Draft chair: same as obedience but for Draft test(s)

Draft test secretary: handles all entries and paperwork associated with the event. May not enter. Previous experience as draft test secretary or chair recommended. At least one year assignment with busy times about six months prior to event to file application then about 3 months prior to event to compile premium list, accept entries etc. Does require follow up paperwork after test is completed.

Agility Trial Chair: same as obedience but for agility. Must select and contract with professional agility trial secretary.

Tracking chair: same as obedience but for tracking.

Herding chair: same as obedience but for herding.

Catalog advertising: solicits catalog advertising and collects fees. Coordinates and assembles all advertising pages and submits to Superintendent. One year assignment with busy times at beginning to set budget and prices and then two months prior to specialty. Graphic design skills helpful.

Catalog sales: oversees the on-site sale and distribution of official show catalog. Coordinates "marked" catalogs and their distribution. Short assignment with moderate level of activity at the specialty and then for two weeks after the specialty.

Grounds: assist with the development of the overall site layout and grounds budget, gets supplies, signage, rental equipment and manages site set up. May help with site selection and coordinate security and emergency medical staff. Usually supervises and/or works closely with committee chairs for grooming, RV parking, events parking and vendors. 2-3 year commitment with busy times about nine months prior to specialty.

Grooming: all aspects of dog wash and grooming/crating areas. Devises overall layout and budget, coordinates rental equipment and oversees grooming registration and assigning spaces. One year assignment with busy time about 3-9 months prior to specialty to finalize equipment then 2-4 months prior to specialty to oversee registration and assign spaces. Must be present on day prior to set up and then on set up day and through out specialty week to troubleshoot problems.

RV parking: identifies on and off site RV parking options and communication of information to specialty attendees. May oversee RV reservations, plan lot layout. Oversees RV parking area week of specialty. One year commitment with busy periods initially to prepare reservation forms and about one month from specialty to finalize layout and confirm reservations. Oversees clean up after specialty has ended.

Transportation and Event Parking: identifies airports, airlines and ground transportation for the show site, develops driving directions and local area map and communicate to attendees. Oversees management of event parking at the show site. At least a six month assignment with busy time initially to determine transportation for planning booklet and website then about one month out as well as during the week of the specialty.

Judges hospitality: coordinates all details to provide for the needs of the judges during the week of the specialty, including transport to site, lodging, daily lunches for the judges and ring stewards, daily ring hospitality, welcome and thank you gifts and expense reimbursement. At least one year assignment with busy times one year out to make initial contact, coordinate lodging and develop budget then one month out to finalize arrangements, purchase gifts. Heavy activity during the week of the specialty. Unable to enter any titling events due to direct contact with the judges.

Trophies: oversees all aspects of trophy committee including budget and purchase of awards, rosettes, ribbons, ring favors as well as soliciting and collecting trophy donations. Also labels and displays trophies during the week of the specialty. At least two year assignment with busy time initially for trophy selection and budget development and at least a year out to solicit donations. Also busy one month prior to event to label trophies. High volume of activity 1-2 weeks prior to specialty and during specialty.

Vendors: responsible for all aspects of the vendor area, devising layout and budget, determining who to invite, finalizing application and prepare content for planning booklet, collects fees, sends confirmations and assigns spaces. At least one year assignment with busy period initially to prepare vendor layout, determine budget and application then at about six months prior to event to send out invitations, collect fees etc.

Very busy 30-60 days prior to event to assign space. Also busy on set up day and there is light activity throughout the specialty week.

Banquets: plans all aspects of the banquet functions held at the specialty (Judges dinner with is required, welcome reception and banquet in conjunction with Awards and Annual Meeting). At least one year assignment with busy time initially to identify menu options, table favors and decoration and at two months prior to event to finalize counts, order favors. Moderate activity on the days of the banquets for set up.

Educational programs: responsible for all aspects of the educational programs including identify format and schedule, select and contract with speakers, oversee registration and manage program operations on site. **ONE EDUCATIONAL PROGRAM IS REQUIRED.** At least one year time commitment with busy time initially to identify and contract with speaker(s) and at about 9 months out to finalize curriculum and at 2-4 months out to collect fees and finalize schedule. Moderate activity the day of the program.

Fundraising: solicits corporate sponsors and coordinates various committee efforts to obtain donations from berner-related businesses and regional clubs. Works closely with Raffle and Welcome Bag chairs. At least one year time commitment with busy periods initially to develop corporate sponsor program and refine solicitation letters. Higher level of activity 4-6 months prior to event to secure raffle and welcome bag donations.

Health Clinics: responsible for overall planning, execution and reporting of results of the Health Clinics. Recruits and oversees volunteers. At least one year assignment with busy time initially to select location, determine what tests will be offered and recruit specialists. Must get information to planning book chair and to website chair for posting. Must be present at specialty to help with coordination.

Hospitality: responsible for all aspects of the hospitality suite at the specialty. One year assignment with busy time initially to find suitable location, develop sponsorship program and submit solicitation letters to regional clubs and corporate sponsors. Also high level of activity during the week of the specialty.

Parades: responsible for all aspects of the parades to include identifying time and location, identifying favors, soliciting and collecting entries and fees and arranging parade program. At least one year assignment with moderately busy times throughout year to identify scheduling options and favors then 2-4 months prior to event to collect entries and fees. Moderate activity on the days of the parades.

Photo contest: responsible for all aspects of the photo contest to include identifying location, determine rules and procedures, solicit and collect entries and fees, arrange for judging and set up and tear down of display. At least one year assignment with busy periods initially to determine contest categories, rules and procedures and submit to planning book. Then at 2-4 months to collect fees and entries and finalize displays. High

activity for set up and tear down day then intermittent activity during the event to manage on-site ballots. Also activity after specialty to return unclaimed photos.

Raffle: overall planning, execution and reporting of Raffle results. One year assignment with busy periods initially to solicit donations and select location. 2-4 months prior to specialty to collect donations, label etc. Then high activity for set up day then intermittently throughout the week to manage day to day raffle operations.

Newsletter editor: write, produce and distribute daily newsletter. May also offer e-mail subscription and/or CDs featuring newsltrs and photos from the specialty. Must have PC skills. Desk top publishing skills a plus. One year assignment with busy time initially to identify sources to produce newsltr. Very high/intense level of activity during the week of the specialty.

Ways and Means: oversees selection, ordering, selling and distribution of all Specialty merchandise (logo items). Two year assignment with moderately busy time initially to identify potential products and find suppliers and from two months prior to the preceding specialty to purchase items to sell at preceding specialty. Also moderately busy the year prior to the specialty selling items through website.

Welcome Bags: identify and order welcome bags for registrants, solicits donations and is responsible to get volunteers to stuff bags just prior to the start of the event. At least one year assignment with busy time initially to identify sponsors/donors then about 5-6 months prior to event to procure items. High activity day prior to day one of show to stuff bags and prepare for registrants.