



ALAC DESK MANUAL

How to Manual for Committee Chairs

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American Lhasa Apso Club
Rita Cloutier, Editor

HOW TO VOLUNTEER FOR AN ALAC COMMITTEE

Committees are appointed or reappointed by the ALAC Board of Directors at the beginning of each club year.

If you wish to be considered for a vacant committee position, or if you wish to join a currently filled Committee, the following information should be helpful:

Write a letter to the Corresponding Secretary, with a copy sent to the President, listing any ideas you may have for this Committee and any special skills or experience that might apply. Mail your letter of interest to the current Corresponding Secretary between June 1 and August 1.

QUALIFICATIONS FOR COMMITTEE CHAIRS

1. Clearly understand the purpose and responsibilities of the Committee.
2. Have a thorough knowledge of any rules associated with the Committee.
3. Agree to serve on the Committee, not for personal recognition, but with a sincere desire to promote the purpose and responsibilities of the Committee.
4. Be enthusiastic about the Committee's purpose.
5. Be able to adjust your private life to meet the responsibilities of the Committees.
6. Encourage other members to get involved with your Committee and seek out their help when needed.
7. Possess the following committee service habits:
 - a. Meet obligations promptly.
 - b. Answer all correspondence promptly.
 - c. Be fair and impartial.
 - d. Be friendly.
 - e. Be accurate.
 - f. Be thorough.
 - g. Be Cooperative.

ALAC ONLINE

1. Publish a monthly newsletter to the membership via ALAC Online, generally within the first ten (10) days of the month.
2. Prepare monthly newsletter, noting deadlines, specialty club show schedules, items of interest and member welfare; convert to .pdf file.
3. Email monthly newsletter to the membership via the Yahoo Group "ALAC Online"
4. Send out a request for submissions to the newsletter five (5) to ten (10) days prior to publication.
5. Requests for submissions are sent to the ALAC Board, Officers and all committee heads.
6. Reconcile the list of current members (provided by the Treasurer) in January with the list of ALAC Online members, adding/deleting names as necessary.
7. Invite new members from the names/addresses as provided by the New Member Chair.
8. Work with Board of Directors and Committee Chairs to get special announcements out in a timely manner; and
9. Answer member questions as they arise regarding signing up with ALAC Online, forwarding comments as received to appropriate person for resolution/information. (ALAC Online is a closed group with reply comments being received only by the administrators, i.e., reply comments are not published to the membership as they are posted).

AWARDS BOOKLET

1. Take annual statistics of Lhasa Apsos receiving championships, grand championships, rally, obedience, and agility titles from Marsha Susag (Statistician) and assemble the list for the booklet by category.
2. Verify the top 20 Dams and Sires for the historical listing in the booklet.
3. Put in the Best in Show top winning Lhasa Apsos and Top Sire and Top Dam for the year past.
4. Put in the winners of the Nationals the year past.
5. Type set and print off for the Nationals, making extras for Bobbie Wood and the historical record.
6. Take to the Nationals and put on the tables at the banquet.

AWARDS

1. Obtain the list of individuals applying for plaques with the information from Cheryl Zink per the club's award form.
2. Create an alphabetical list with information needed for the company making the plaques: Cawtey Company, Manitowoc, Wisconsin.
3. Work with the company to make sure spelling and placements are correct.
4. Receive the plaques; check for any errors or omissions.
5. Mail plaques to those who requested them.
6. Bring plaques to the Nationals for distribution to the members.
7. Mail to members who did not pick up their awards at National.

BREED STANDARD COMMITTEE

1. To collect, review and respond appropriately to written comments, concerns, and questions regarding the Lhasa Apso standard
2. To develop materials, as necessary, to ensure that all documents (written and oral) related to the breed standard are up-to-date and in conformity with all officially adopted ALAC resolutions related to the breed standard.
3. To work in cooperation with the Judges Education Committee and the Breeder Education Committee to help ensure that ALAC speaks with "one voice" regarding the breed standard.
4. To consider, develop and recommend revisions that would enhance and clarify the Breed Standard.

The ALAC Board of Directors and the membership has the right to approve or disapprove any proposed changes to the Breed Standard that are brought forth by this committee.

BREEDER EDUCATION COMMITTEE

The purpose of the Breeder Education Committee is:

1. To develop educational pamphlets for distribution by ALAC (grooming, training, showing, pet care, health care, etc.)
2. To provide information for the dog fancy and the general public relative to the function of ALAC and the breed itself.
3. To submit to the *Bulletin* educational articles on the promotion of ALAC and the Lhasa Apso.
4. To develop a breeder symposium to be held in conjunction with the National Specialty.
5. To publish translations of symposiums held at the National Specialties in the *Bulletin*.
6. To generally promote educational projects.

The responsibilities of committee members:

1. Committee members must be able to answer, or refer to the proper person, any questions and inquiries and provide information pertinent to the Lhasa Apso.
2. Committee members must express interest in the committee and have their application reviewed to be sure their information on the Lhasa Apso is correct to the standard.

BREEDER REFERRAL REGIONAL CONTACT

1. As the Breeder Referral for each region, the responsibilities include answering any questions and/or requests for puppies or adult dogs.
2. Breeders need to notify each referral region volunteer to give them the information regarding their stock for sale or for adoption.
3. The ALAC Roster will also give more contact information to breeders located in and around the area requested.

BY-LAWS COMMITTEE

1. The purpose of the By-Laws Committee is to establish and make an in-depth study of the ALAC Constitution and By-Laws. Occasionally revisions need to be made to keep up with changes in laws and necessary additions and deletions that need to be instituted. The Committee presents these changes, and the reasons for them, to the Board of Directors for further discussion and the adaptations that may present themselves for implementation.
2. The Constitution, and/or By-Laws, that require change will then need to be sent to the American Kennel Club for consideration. If the changes are agreed upon, ALAC will send the changes to the membership for a vote. If approved, the changes are written into the document(s).

DESK MANUAL OF ALAC COMMITTEES

The Desk Manual of current standing committees is designed to help the layperson to understand the specifics of each job within each ALAC committee.

1. With the use of this manual, one should be able to step into any committee position with the knowledge needed to fulfill the job of that committee.

FINANCE COMMITTEE

1. The responsibility of the Finance Committee is to audit the records of the Treasurer on an ongoing basis.
2. The Chair of the Committee must be available to work in an advisory capacity with the Treasurer on individual ALAC financial projects.
3. The Committee reviews financial reports prepared by the Treasurer, overseeing ALAC's financial obligations.

FUTURITY AND MATURITY

1. The Futurity is an annual event sponsored by the American Lhasa Apso Club to encourage the exhibition of recently whelped litters. The Maturity is an annual event sponsored by the American Lhasa Apso Club to encourage the exhibition and follow the progression of a previously Futurity Nominated Lhasa Apso less than 31 months old. The Futurity/Maturity Chair

should make every effort to promote the Futurity and Maturity Communication with the membership through the ALAC Bulletin, ALAC Online newsletter, and the ALAC Board is encouraged.

2. FORMS

a. FUTURITY:

- i. Nomination Dates are April 1 through March 31 of each calendar year.
- ii. The year is that of the Nationals. (Example: 2016 National dates would be April 1, 2015 through March 31, 2016.)
- iii. Litter must be nominated BEFORE they are 90 days old. June 30 is the absolute deadline for nominations within the year.
- iv. \$20 fee to nominate entire litter.
- v. Futurity number example: 2016-11

b. MATURITY:

- i. Nomination Dates are October 15 to the next year's March 31.
- ii. Maturity eligible dogs would be nominated by its owner.
- iii. \$20 fee per individual dog.
- iv. Maturity number example: previous Futurity number plus an "M" and a number i.e. 2016-11-MOI.

3. REPORTS

- a. Record assigned number of each litter/maturity individual, date received, check number and amount on application and report.
- b. Keep Futurity and Maturity monies separate.
- c. Send monthly report and monies to Treasurer in timely manner.
- d. Prepare year-end report for Treasurer and the Board of Directors. Include:
- e. Income
 - i. Cost of trophies
 - ii. Judges expenses
 - iii. Persons nominated to judges following year
 - iv. Breakdown of ballots

4. JUDGES

- a. Ask for nominations through out the year-deadline- July 15th
- b. Ballot will go out with ALAC combined mailings deadline September 15th
- c. Record and SAVE ALL ballots
- d. Contact winner and mail contract with self-addressed, stamped envelope E. Report winner to ALAC President to be announced at yearly Board meeting

5. CLASS DIVISIONS

a. Futurity

- i. Puppy--6 - 9 months; 9 - 12 months
- ii. Junior--12 - 15 months; 15 months and over
- iii. Winning puppy in each class to compete for Best Puppy in Futurity
- iv. Winning Junior in each class to compete for Best Junior in Futurity
- v. Best Puppy and Best Junior to compete for Grand Futurity Winner

b. Maturity

- i. 18 - 24 months
- ii. 24 months and less than 31 months
- iii. Winning adult in each class to compete for Best in Maturity and Best of Opposite Sex in Maturity

6. TROPHIES

- a. Trophies are ordered by the Futurity Chair from Scott Trophy in Seattle, Washington. They have the molds for all items.
- b. Grand Futurity winner receives a Lucite plaque with a pewter-tone Lhasa Apso embedded in it and engraved with year and win.
- c. Best Puppy and Best Junior each receive a wood plaque with a pewter-tone Lhasa Apso mounted on it and engraved with year and win.

- d. Maturity Best of Breed winner receives a Lucite plaque with a pewter-tone Lhasa Apso embedded in it and engraved with year and win.
 - e. Maturity Best Opposite Sex winner receives a wooden plaque with a pewter-tone Lhasa Asp mounted on it and engraved with year and win.
 - f. Robert W. Griffing Memorial Trophy is a wooden trophy with a mounted pewter-tone Lhasa Apso engraved with year and given to the BREEDER of the Grand Futurity Winner with strip for the dog's name to be engraved.
7. FUTURITY MONEY BREAKDOWN:
- a. 20% of total income to ALAC for expenses
 - b. Subtract \$50 for Best Puppy
 - c. Subtract \$50 for Best Junior
 - d. Subtract \$50 for Grand Futurity Winner
 - e. Remaining monies divided as follows:
 - f. 1st place- 40% divided by 8
 - g. 2nd place- 30% divided by 8
 - h. 3rd place- 20% divided by 8
 - i. 4th place-10% divided by 8
 - j. Unawarded funds revert back to ALAC
8. MATURITY MONEY BREAKDOWN:
- a. Class monies divided as above if sufficient entries; if not, only trophies and rosettes given.
 - b. Subtract \$50 for Best of Breed
 - c. Subtract \$50 for Best Opposite Sex to Best of Breed
9. RESPONSIBILITIES - NATIONALS
- a. Make reservations for 2 nights in Motel for Futurity/Maturity Judge
 - b. Make reservation for Banquet for Futurity/ Maturity Judge
 - c. Deliver or mail trophies to appropriate person
 - d. Check to make sure ribbons and rosettes have been ordered in advance
 - e. Arrange for 2 ring stewards for Futurity/Maturity ring
10. OTHER
- a. Wording for Premium List and Catalog:
 - b. There are NO AKC points awarded in the Futurity or Maturity.
 - c. ALL dogs MUST be handled by the Breeder, Owner, a member of his/her household, or an amateur substitute.
 - d. A dog entered in the Futurity/Maturity MUST ENTER in one or more of the regular classes of the ALAC National Specialty.

HISTORIAN

The purpose of the Historian Committee is:

- 1. To keep the official ALAC albums with the historical information updated.
- 2. To take albums to ALAC functions for display, i.e. National Specialty.
- 3. To keep any other records or artifacts that may have historical value for ALAC and the Lhasa Apso.
- 4. To continue to solicit contributions of historical value for the albums and archives.

GAZETTE BREED COLUMNIST

1. The AKC *Gazette* Lhasa Apso column is published quarterly in the March, June, September, and December issues. The word budget for the columns is approximately 550 words. The breed columns editor sends the writers information each December on the deadlines, style requirements, and other pertinent information.
2. Deadlines are three months in advance of the issue published. The breed columnist is responsible for finding topics, soliciting guest columnists, and writing the columns on a timely basis. Controversial topics, reports of specialty results, and material that has already been published in another periodical are not allowed. Style requirements include grammar, punctuation and format requirements specific to the *Gazette*.
3. Columns are sent to Arliss Paddock or current breed column editor via breedcolumns@akc.org.

HANDBOOK COMMITTEE

1. It is the responsibility of the Handbook Committee Chair to update sections of the Handbook to keep the information therein current for ALAC members to reference.
2. There are 3 main sections to the Handbook that need updating, some more frequently than others.
3. Section 1 contains the Constitution, By-Laws, Committee Descriptions, and the Regions Map. Section 2 contains the Awards. Section 3 is the Directory, which includes a list of officers, board members, local clubs with contact information, and the Roster.
4. Section 1 should be updated whenever the By-Laws or committees change. This would include adding new committees established by the Board, removing committees that are no longer active, and updating the descriptions of the committees as necessary, but at least every 3 years. This would entail contacting the committee chairs to ask if the current description is correct or if revisions need to be made. These activities require collaboration and communication with the Board and President, as well as with committee chairs.
5. Section 2 should be updated annually after the National Specialty results are in. Coordination is required with the ALAC Statistician for information regarding new titles or additions to the Top Producing Sires and Dams lists. Other information can come from the annual Awards Program and the official results from the National Specialty catalog.
6. Section 3 should be updated in January or February of each year, once the deadline for dues payment has passed. These updates require coordination with the ALAC Treasurer and Corresponding Secretary and/or the Membership Chair. The Handbook Committee Chair should ask to be put on the Membership Chair's notification list whenever a new member joins ALAC.
7. Once the sections are updated,
8. Send a pdf file of Section 1 and Section 2 to the Website Liaison with instructions that they should replace whatever is currently on the website.
9. Put an announcement on ALACOnline that revised Sections 1 and 2 are available on the website as pdf files. Let members know to contact the Handbook Chair via email if they want the files that way instead.
10. Put an announcement on ALACOnline that an electronic copy of the roster is available and that people can contact the Handbook Chair via email if they want a copy.
11. Email updated files to the Membership Chair for inclusion in each new member's welcome packet.

HEALTH AND EDUCATION COMMITTEE

The purpose of the Health and Education Committee is:

1. The Health and Education Committee's purpose is to read all veterinary articles that may pertain to the Lhasa Apso.
2. The HEC also keeps up with CHF requests for funding for research into conditions that may impact the Lhasa Apso.
3. When these projects are found, the HEC reports to the Board with their opinion as to what should be done in the order of a contribution, if any.
4. The HEC also answers emails about health questions concerning the Lhasa Apso.

JUDGES EDUCATION CHAIR

1. Recruit committee members.
2. Solicit applications from people who would like to serve as mentors and seminar presenters.
3. Present applications to the Judges Education Committee (JEC) members for approval.
4. Notify the Board of Directors of the new approved mentors and presenters.
5. Upon approval, send confirmation letter to people who have been approved.
6. Remind mentors that they need continuing education. This can come in the form of attending a JEC seminar or by viewing the JEC home study that is on the ALAC website.
7. Maintain a database of committee members, mentors, and presenters that includes contact information.
8. Upon receiving a request for a seminar:
 - a. Contact people in the area who have Lhasa Apsos and who are on the presenter list.
 - b. Ask them if they are willing to do the presentation and provide them names of people they may recruit for help.
 - c. Provide the sponsoring organization with the presenter's contact information and inquire as to the number of people attending and ask whether or not that organization is providing copies of the breed exam for attendees or if they want ALAC to provide them.
 - d. Send the presenter ample Illustrated Guides for attendees.
 - e. Create certificates and send them electronically to the presenter to print.
 - f. Send the presenter the attendance sheet.
 - g. Refer the presenter to the AKC site that contains information about the requirements for the seminars. That site is currently http://images.akc.org/pdf/seminars/reports_and_guides.pdf.
 - h. Make certain the presenter knows what to send to AKC following the presentation.
9. Seminar in conjunction with ALAC National:
 - a. Communicate with show chair and show committee to advertise the seminar time and dates in the premium list and to see that AKC has the information for its website.
 - b. Communicate with show chair to make sure a room with appropriate AV equipment is set aside for the seminar.
 - c. Select a presenter (usually the JEC chair) and someone to run the slide show during the presentation.
 - d. During specialty week, make decisions regarding which dogs to invite to participate in the hands on portion of the seminar.
 - e. Mentors during specialty week:
 - f. Communicate with the show chair to make sure seating is reserved for judges.
 - g. Find mentors for the judges from among those attending who are on the JEC mentor list.
10. Other:
 - a. Serve as a member of the Breeder Education Committee.
 - b. Serve as a member of the Breed Standard Committee.
 - c. Make annual reports to the ALAC Board of Directors, with other reports on seminars as needed.

THE LHASA BULLETIN

1. To publish *The Lhasa Bulletin* according to the Articles adopted by the American Lhasa Apso Club, February 1972.
2. To send additional copies to Membership Chairman to be included with Membership Packet.
3. To send additional copies to the Historian for inclusion in the ALAC Album.
4. Bylaws Provisions for Bulletin
 - a. Article I
 - i. The name of the publication shall be *The Lhasa Bulletin* hereinafter referred to as "*The Bulletin*".
 - b. Article II
 - i. *The Bulletin* shall be a publication for the general membership of the American Lhasa Apso Club to:
 1. Preserve and protect the history of the Lhasa Apso breed.
 2. Form a means of communication to all the nationwide membership.

3. Make available important information concerning showing, breeding, and club activities.
 4. Make it possible for individuals to advertise and thereby reach others interested.
 5. Act only in the best interest of ALAC and the Lhasa Apso breed.
- c. Article III
- i. A copy of *The Bulletin* shall be made available to every member of the Club in good standing. Appropriate subscription rates shall be determined for non-members.
- d. Article IV
- i. The Editor, with approval from the Board of Directors, shall be responsible for the policies that govern the publication, thereby ensuring equality to all members of the Club. The Editor shall keep all materials and advertising factual, unbiased and impersonal; shall preserve and protect the history of the Lhasa Apso breed; and shall guarantee membership a means of communication.
 - ii. The Editor and/or Board of Directors shall have the authority to accept or reject any and all forms of advertising and informative material. The sole criterion shall be the best interest of the Club and of the Breed.
- e. Article V
- i. Duties of the Editor:
 - ii. The Editor shall be responsible for the mechanics of printing, obtaining articles, soliciting advertising, and in general the task of putting *The Bulletin* out to the membership. He or she shall retain one copy for safe keeping as property of the Club.
- f. Article VI
- i. Financial Structure:
 - ii. The Editor, with approval from the Board of Directors, shall determine the advertising rates.
 - iii. The Editor and/or Board of Directors shall approve the printing and other costs to be paid by the American Lhasa Apso Club.
 - iv. All incoming monies and profits shall be sent directly to the Treasurer of the American Lhasa Apso Club.
- g. Article VII
- i. Duties of the Board of Directors:
 - ii. Any and all activities of the Editor and/or *The Bulletin* are ultimately responsible to the action of the Board of Directors of the American Lhasa Apso Club.
 - iii. The Board of Directors shall appoint the Editor of *The Bulletin* until such time as the Editor retires or is re-appointed by the Board of Directors.
- h. Article VIII
- i. Content:
 - ii. The front cover of *The Bulletin* shall be retained by the Club for materials to be designated by the Editor with the advice of the Board of Directors.
 - iii. Additional pages within the cover may be retained by the Club for the purpose of:
 - i. Printing of Educational Material.
 - ii. Printing of Informative Material.
 - iii. Printing of Club Minutes.
 - iv. Printing of any and all factual history or information about the Breed.
 - v. Distributing action items to the membership such as ballots and dues notices.

LOCAL CLUB LIAISON

The duties of Local Club Liaison are:

1. To promote better communication between local specialty clubs and ALAC.
2. To exchange newsletters and other information. Ask to be included on the meeting notice/newsletter emails so that information can be taken from these to be reported in the ALAC Bulletin.

3. To keep an up-to-date list of local club officers with a physical and email address for the club secretary. Submit this list to *The Bulletin* for publication and a copy to the ALAC Secretary, the ALAC Futurity Secretary, Membership Committee Chair, and any other Committees that may find a use for it.
4. Serve in an advisory capacity for exchanges of information on matches, programs, shows, etc. Include this information in *The Bulletin*.
5. Set up cohesive activities for the local clubs that will benefit the local clubs and ALAC (i.e., newsletter competition or ALAC membership percentage in local clubs with awards to be presented at the ALAC Annual Awards Dinner).
6. Establish a method for local club representation at Board meetings.
7. Determine ways ALAC can assist in regional club development.
8. Write a column for *The Bulletin*.

MEMBERSHIP CHAIR DUTIES AND TIMELINES

1. Be sure the webmaster has a copy of the most recent application forms posted on the ALAC website.
2. Request an advance from the Treasurer of \$150. Keep careful track of all expenses; maintain all receipts for postage, copying, envelopes, etc.; and send them with the Expense Report form to the Treasurer when that \$150 is nearly depleted. Send the Treasurer the Expense Report form and, at that time, request \$150 advance for future expenses. Maintain a copy of each Expense Report form for the files.
3. When an application arrives, look for three things:
 - a. has the applicant filled in all the necessary information and signed the form,
 - b. does the applicant have two sponsors that meet the sponsorship qualifications and that have signed the form, and
 - c. is sufficient payment included for the type of membership applied for?
 - i. Sufficient payment at the present time is \$35 for a single membership,
 - ii. \$45 for a household membership (2 people, same address),
 - iii. plus \$25 application fee, unless the applicant is a former ALAC member. Then the application fee is waived.
 - iv. Applications for associate memberships are \$35 for a single membership,
 - v. \$45 for a household membership (2 people), plus \$25 application fee,
 - vi. Applications for a change in status (e.g., single to household membership) should be accompanied by a \$10 payment.
4. Contact the sponsors. The BOD requested that sponsors be contacted and asked to verify their sponsorship. This can be done by email or phone. Once the sponsors reply, send an email thanking them for their sponsorship.
5. Send an email to the applicant thanking him/her for being interested in the club and explaining the application approval process can take up to two months, depending on when the application was received.
6. Compile a list of all applicants for the month. Email that list to the BOD for approval or comment, generally on the first week of the month. Tell them that no comment is equivalent to approval. Give them 10 days to two weeks to respond.
7. If no negative comments or objections are received from the BOD, once the time for response is up, compile a packet of club information for each new member. This packet includes (1) a welcome letter, (2) a binder containing the Handbook and roster, (3) a copy of the Illustrated Guide, (4) a copy of a recent Lhasa Bulletin.
8. Mail the package.
9. If negative comments are received and the BOD chooses to reject the application, notify the applicant by registered letter. Return the dues check. Keep the check for the application fee. If the applicant has written only one check, send it to the Treasurer and direct him/her to send the dues amount back to the rejected applicant. Be certain, in this case, to inform the applicant that the Treasurer will mail a reimbursement check for the dues amount only.
10. Send an email containing new member names and contact information to the Treasurer, the Corresponding Secretary, the Bulletin Editor, Website Liaison, and the ALACOnline Moderator so the new member's information can be added to the various databases and files.

11. Fill out a Funds Transmittal form. Mail the original to the Treasurer with the check(s) and mail a copy of the form to the President. Keep a copy for the membership files.
12. Annually write a report for inclusion in the committee reports document compiled for distribution at the National Specialty.
13. Photocopy application forms to have on hand during National Specialty week. Ask the show secretary to make announcements to let interested people know the forms are available.

NATIONAL SPECIALTY CATALOG ADVERTISING

1. Solicit advertising on a national level for each year's National Specialty Catalog.
2. Work with the show superintendent in regards to catalog advertising. Collects all advertising monies and submits them to the Treasurer.

NATIONAL SPECIALTY AND NATIONAL REGIONAL SPECIALTY JUDGES SELECTION PROCESS

1. The Judges' Selection Chair, as a member of the show committee, sends out a ballot listing all AKC eligible Lhasa Apso Judges in alphabetical order as provided by AKC's Judge's Department. Eligible foreign judges may also be listed at the request of an ALAC member. ALAC members vote for no more than ten judges whom they would like to be considered to judge the appropriate national specialty. (Judges who have judged an ALAC National Specialty within the past five years are ineligible.) The ballots are returned to and counted by the Chairman of the Judge's Selection Committee or his designee.
2. The names of the top four vote getters from the ballot are placed on a final ballot (provided they are available for that particular specialty and meet the Board's geographical and monetary restrictions) for a final membership vote. If either of the above factors is not satisfactory, the coordinator will then contact the judge receiving the next highest number of votes and so forth until the top four eligible judges have been identified. On this ballot, members vote for up to two judges. The judge receiving the greatest number of votes from among the top four will judge the National Specialty and the judge receiving the second greatest number of votes will judge the Regional Specialty.

NATIONAL SPECIALTY RAFFLE/AUCTION/FUND RAISERS

Beginning each January, solicit donations for the raffle/auction and any special fund raising activities on a national level via mailings, ALAC Online, The Bulletin and the ALAC Website.

1. After show chair's approval, purchase all supplies for the raffle, auction or other special events as needed (e.g., raffle bags, raffle tickets, etc.). Keep records and submit expense reports.
2. Announce fund raising events throughout the week of the specialty.
3. Coordinate, set up, and run the raffle and other money-raising events at the National Specialty. Solicit volunteers to help sell raffle tickets and perform other tasks as needed.

NATIONAL SPECIALTY SHOW CHAIR

1. Responsible for AKC show applications, judges' contacts and contracts, superintendent's or show secretary's contracts, premium list/liaison to superintendent.
2. Oversees the activities of the show committee, which include site procurement and contract, judges' selection mailings, catalog advertising, raffle/games, Futurity, companion events, trophies and ribbons, judges' education seminar, breeder education seminar, awards banquet and awards, stewards, concessions, photographer, ring setup and tear-down and other related activities.
3. A more detailed guide to responsibilities are as follows:
4. Determine contact people for (a) show location — contract should already be negotiated; and (b) show superintendent.
5. Form a show committee who will have responsibilities listed below and coordinate with show chair. Ideally have the following: assistant show chair (person in the vicinity of National); event chair; catalog chair; and trophy chair.
6. Duties of members of show committee would be as follows:
 - a. Assistant Show Chair
 - i. Photographer (locate and negotiate contract)
 - ii. Hotel contact on all levels
 - iii. Vendors

- iv. Ring equipment/floor covering
 - v. AKC Emergency Plan preparation
 - b. Creation of "Grounds Committee" for set up and take down of show room
 - Events Chair (coordinate the following with sub-chairs
 - i. Banquet arrangements
 - ii. Raffle
 - iii. Auction
 - iv. Photo Contest
 - v. Top 25
 - vi. Judges Education
 - vii. Member/Breeder Education
 - viii. Futurity
 - c. Catalog Chair
 - i. Distribute and collect pledges re ads prior to National
 - ii. Contact those who pledged to follow through
 - iii. Solicit additional catalog advertising
 - iv. Collect and prepare ads
 - v. Compile member lists included in catalog
 - vi. Compile other ALAC items included in catalog
 - d. Trophy Chair
 - i. Distribute and collect pledges prior to National
 - ii. Send out solicitation communications via email or mail
 - iii. Solicit additional contributions via ALAConline
 - iv. Choose trophies for Regional(s) and National
 - v. Order rosettes/ribbons (unless done by superintendent)
 - vi. Prepare names for "chair" donations and place on chairs
 - vii. Be sure perpetual trophies are at National
 - viii. Work with show chair to package perpetual trophies for next year and make arrangement for transportation or shipping.
- 7. Negotiate contract with show superintendent. Get deadline dates.
- 8. Facilitate artwork for premium list (usually with McCartney)
- 9. Complete applications to AKC for all events. Coordinate with Specialty Club, if necessary, as to entry fees, closing date, etc. Suggested that entry fees be the same for all if possible — also closing date.
- 10. Determine that all judges have been confirmed with contracts signed and hospitality needs arranged.
- 11. Assist *Bulletin* editor with pre-event information.
- 12. Work with Assistant Show Chair to determine photographer, hotel requirements and deadlines, Emergency Plan completion, Veterinarian info (addresses and directions).
- 13. Work with Event Chair to get the following info for premium list: awards banquet, raffle, auction, photo contest, judges education, member/breeder education, Futurity guidelines, and chief ring steward.
- 14. Work with Catalog Chair to get catalog ad info and membership list for mailing premium list. Also remind chair of need to compile past National winners, update list of members deceased during the past year, and any other ALAC info included in catalog.
- 15. Work with Trophy Chair to get trophy descriptions (for premium list) and donor list (for catalog).
- 16. Get correct Futurity/Maturity language.
- 17. Complete premium list with input from 9 through 13 above.
- 18. Provide mailing list to show superintendent.
- 19. Work with superintendent to prepare judging program.
- 20. Continually work with show committee members to be sure their responsibilities are being completed.
- 21. Make sure hospitality needs are taken care of for judges, i.e. pickup, hotel reservations, transportation to and from airport, judges' gifts.

22. Oversee National week activities by working with hotel, show secretary on site, and committee chairs.
23. Grounds Committee set up and take down (prepare floor plan to be followed)
24. Decorations arranged by assistant show chair.
25. Make sure perpetual trophies are taken care of after National is over.
26. Send thanks to judges and chairs.

NATIONAL SPECIALTY TROPHY COMMITTEE

1. Coordinates the selection and acquisition of trophies, rosettes and ribbons for the ALAC National and Regional Specialties.
2. Solicits contributions to the on-going Trophy Fund.
3. Solicits monetary donations and pledges year round. Names of all contributors are to appear in the National Specialty Catalog.

NOMINATING COMMITTEE

1. Refer to ALAC Bylaws Article IV, Section 4 (a).
2. Board chooses Nominating Committee prior to April 1 annually.
3. Nominating Committee composition: 3 members from different geographical areas of U.S. with no more than 1 being a current member of the Board and 2 alternates.
4. Board shall name Chairperson.
5. Committee business can be conducted by email or telephone conference call.
6. Committee shall nominate eligible ALAC members for Officer and Board positions due for nomination in any given year; and every three years for the Delegate to the AKC position, with consideration of geographical representation as practicable.
7. Committee must notify Corresponding Secretary of the slate by June 1, with the Corresponding Secretary notifying the membership by June 15 of the slate presented, the name of each nominee, their state of residence, and the option for additional nominations.

NATIVE STOCK REGISTRAR

1. Track and monitor FSS dogs for health and genetic issues; maintain database of findings.
2. The NSC has requested an area within the ALAC website devoted to Native Stock. The vision for this area is a place where ALAC members can see details regarding the AKC FSS Recordation process. This area would be used to inform members on imports, complete with data on those imports.

OBEDIENCE AND RALLY COMMITTEE

1. The responsibility of the Obedience and Rally Committee Chairs is to obtain applications to hold these events from the American Kennel Club. A breed application should accompany each separate event application(s).
2. Applications are sent to the AKC at least 18 weeks before the event is to be held.
3. Judges need to be acquired from the area where the National is being held. It is possible to find available judges from the area by using the AKC website. It is best to get the judge under contract before the application is sent to the AKC.
4. Before the show, secure the jumps necessary for the Obedience and Rally Trials that are held at the National from a local obedience club. The contracted judge may also be able to assist in find the necessary equipment.
5. Secure stewards for the trials from members attending the National.
6. ALAC also offers Rally Trials outside of the National week at a few places in the country.

RECORDING SECRETARY

1. The Recording Secretary shall keep a record of all meetings of the Club and of the Board, as well as all votes of the board or membership and of all matters of which the Club shall be ordered a record.
2. The Recording Secretary shall notify Officers and Directors of their election to office and carry out such other duties as are prescribed.
3. The Recording Secretary prepares the agenda for the Board of Directors Conference Calls. The items in order according to the Constitution and By-Laws are as follows:

- a. Roll Call
 - b. Minutes of Last Meeting
 - c. Report of the President
 - d. Report of the Recording Secretary
 - e. Report of the Corresponding Secretary
 - f. Report of the Treasurer
 - g. Report of the American Kennel Club Delegate
 - h. Report of Committees
 - i. Election of New Members
 - j. Unfinished Business
 - k. New Business
 - l. Adjournment
4. After preparing the agenda, an email is sent to the Board requesting any items to add. If necessary, changes are made and resent to the Board as a guide to follow during the meeting.
 5. The Annual Meeting agenda includes the following items:
 - a. Roll Call
 - b. Minutes of Last Meeting
 - c. Report of the President
 - d. Report of the Recording Secretary
 - e. Report of the Corresponding Secretary
 - f. Report of the Treasurer
 - g. Report of the Delegate to the American Kennel Club
 - h. Election of Officers and Board (at Annual Meeting)
 - i. Election of New Members
 - j. Unfinished Business
 - k. New Business
 - l. Adjournment
 6. The agenda will be included in the booklet of reports for the annual meeting.
 7. The minutes of all meetings are prepared and sent to the Board of Directors for approval.

RESCUE

Rescue Network

1. Provides guidance to its members who are willing to provide rescue and assistance to Lhasas in need of emergency medical care, proper placement, owner support and education.
 2. Establishes five tiers of volunteers: Kitchen Table Activists, Mentors, Rescuers, Relay Drivers, and Coordinators.
 3. Rescues Lhasa Apsos from animal control agencies and lost pet registries, veterinarians, as well as directly from owners.
 4. Provides veterinary care for rescued Lhasa Apsos.
 5. Establishes policies for and oversees placement or adoption of rescued Lhasa Apsos.
- Go to www.lhasaapsorecue.org for more information

STATISTICIAN FOR HANDLING AKC REPORTS

1. Reports will be sent to a second (or more) Board Approved, designated club member as backup system. At the present, the two persons are Barbara Schwartz (CO) and Arnold Townson (Australia).
2. New title reports will be published monthly (two months behind with the system in place at AKC) on the ALAC website.
3. Yearly reports on titles earned by ALL Lhasa Apsos will be made available to the Awards Committee and the Yearbook Editor.
4. Annual updating of the Top Sires and Top Dams listings will be done for publication in the Handbook/Directory, Yearbook, Awards Banquet Program, Website, and other publications as requested by ALAC members.
5. AKC Stud Book Reports will be used per the AKC guidelines. Statistician should clarify exactly what can be done with the reports with Rob Garrett (AKC Reports Chair as of January 2015).
6. Information received from the American Kennel Club sent with the report monthly report:

- a. The attached files are in 2 formats: a PDF file and a delimited file. The PDF file can be viewed or printed with any PF viewer, such as Adobe Reader. The delimited file can be loaded into a database, spreadsheet program or text viewer. This delimited file can be used to provide specific reports for your club needs. The first record in the delimited file will contain the name of the fields. You will note that the delimiter is |. This specific character is used to avoid conflicting with dog names that contain commas and quotes. Tips for loading this file into an Excel spreadsheet or Access database can be found at http://www.akc.org/clubs/sbf_instructions.cfm. This data is provided as is, with no other implied services. The same data will display in the PDF file.
 - b. The AKC Stud Book is to be used for noncommercial research or scholarship purposes only. You shall not make or allow to be made any commercial, for profit, business or marketing use of the AKC Stud Book or any information from the AKC Stud Book without the prior, written consent of AKC.
 - c. The Club further agrees to credit AKC on works using the AKC Stud Book pursuant to the terms of this Request in the following format: "Source: The American Kennel Club. Used with Permission. The American Kennel Club Stud Book Register may be used for noncommercial research or scholarship purposes only and may not be sold, published, or copied without the express written consent of the American Kennel Club."
7. Requests for pedigree research will be handled in a timely manner within the allowable limits set by AKC.
 8. ALAC board approval will be required to send to non-ALAC members.

SUNSHINE COMMITTEE

1. The Sunshine Committee is responsible for sending out Get Well and Sympathy cards to our ALAC members during their time of need.
2. The Board of Directors will determine if flowers are to be sent also.

TREASURER

1. The duties of the treasurer should be clearly outlined so there is no misunderstanding of the level of performance expected. With the duties and performance goals listed, it is easier to check and verify that things are being done in a timely and efficient manner.
2. The accounting software program Quicken has been purchased to keep the financial data. This has made the breakdown of income and expenses into categories much easier for the treasurer and the club.
3. Make all deposits in a timely manner.
4. Insure that dues are deposited in a timely manner and follow up for nonpayment.
5. Follow up on bad checks and credit card payments.
6. Pay invoices and reimbursement requests as they come in.
7. Require that cash reimbursement be accompanied by receipts.
8. Reconcile bank statements monthly. Save a copy of the reconciliation report and attach to the bank statement.
9. Prepare a monthly balance sheet and income statement for the board (PDF is a format that is able to be opened and read by everyone at this time) and to be published on the Website in the Members Only section for the membership.
10. Make available an annual statement at the National or when requested by the Board.
11. Use a larger national bank branch for accounts since a Parent Club has a national board. This is also good for deposits at the National show. A second approved signature on file with the bank (President or other designated members of the board of directors) is helpful in emergency situations.
12. It is critical that the bank used for the checking account accept Canadian checks that are issued by select banks in Canada in US Funds.
13. Encourage Internal Reviews by the Financial Committee to let your members know everything is above board.
14. Prepare and file all necessary tax forms at the end the financial year. Keri Sledzik has been doing our 990 IRS report. IRS Form 990 is due 4.5 months after the end of the financial year.
15. **Follow the following date guidelines:**
 - a. Financial year for ALAC is January 1 through December 31

- b. July 15—dues notices into mail; send separately from any other mailings going to the membership.
 - c. September 1—dues payments due to treasurer;
 - d. October - National Specialty: cash for making change, checks for Futurity/Maturity, and Cut Down Sweeps;
 - e. December—liability insurance premium is due (RV Nuccio is the company; payments may be made online). Insurance covers liability for our events, officers and board members and bonding for the treasurer.
 - f. December—Registration with the Commonwealth of Virginia and annual fee is due (<http://www.scc.virginia.gov/clk/annual.aspx> instructions; <https://sccefile.scc.virginia.gov/>
 - g. December—Preparation of yearend financial records for IRS tax filing).
16. Credit Card Acceptance: The membership wants to be able to use credit cards. Check with the bank you choose to use for the checking account for processing credit cards. It will cost ALAC money, so we have been charging a \$5 fee per credit card use. During the National, try to hold processing charges so that only one charge can be run per customer. We do NOT accept American Express, only Discover, Visa and MC.
 17. If a use home computer is used, the computer will need to be PCI certified to prove that it isn't accessible to hackers. The credit card processor that is used will give you the information to certify the computer.
 18. ALAC has maintained an account with UPS to make shipping trophies and items for the next National Specialty easier. They require a debit card/credit card on file for billing. When labels are printed for shipping, a receipt is available for printing and the price to be charged is known immediately.
 19. Check email frequently, including junk/spam.
 20. Monies collected by committee chairs should be turned into the treasurer within 30 days (or less) of the time the chair receives them.
 21. Treasurer Guidelines for National Specialty Week
 - a. Collect money frequently during the day, especially for the raffle; always recount/double check totals before you leave person giving you the funds.
 - b. Give a receipt for all funds collected; have person giving you the funds sign off on the receipt.
 - c. Keep funds separate by placing in individual envelopes; recording on the outside of each envelope how to categorize the funds; the total amount collected and from whom it was collected.
 - d. Record funds collected in a spreadsheet (Excel for example) by date, description (cash, check, charge), which activity generated the funds and then total.
 - e. Because ALAC doesn't have a scanning machine for credit card purchases, information is provided to the Ways & Means volunteers and given to the treasurer for processing manually at home.
 - f. Work closely with Show Chairperson on income and expenses, i.e., superintendent's bill, statement of income, hotel bill, classification of income and expenses.
 - g. Create a master income and expense spreadsheet for specialty items. When spreadsheet is completed, review with Show Chairperson and after agreement with the items included, provide a detailed accounting to the Board of Directors.
 - h. At the auction, keep records of the item sold; who purchased it; amount bid; payment method and amount collected at the end of the evening. Credit cards, checks and cash are acceptable methods of payment. Remember to add the \$5 fee for use of a credit card. Double check the card number that is written down and include the 3 digit code on the card plus.

WAYS AND MEANS COMMITTEE

1. Purpose: The original purpose of the Ways and Means Committee was to acquire an official logo.
2. The continued purpose is to oversee the use of this logo for the following:
 - a. Producing revenue for ALAC (i.e., sale of items such as, but not limited to, jewelry and wearing apparel).
 - b. Acquiring souvenirs for exhibitors at the National Specialty.
 - c. Overseeing the use and sale of items containing the logo by host clubs and individuals.

- d. Assuring that stationery and business cards using the logo must contain the phrase, "Member of ALAC."
 - e. Overseeing the use of any single part of the logo (particularly the dog) as use of any part of the logo is prohibited by ALAC.
3. Job Description:
- a. The Ways and Means Committee shall:
 - i. Identify five or six items for sale at the National shows.
 - ii. ALAC has a current relationship with McCartney to produce clothing and other items that it believes will sell well and that have been requested by club members. Items currently offered are T-shirts and sweatshirts, mugs, note cards, and tote bags. The committee attempts each year to have something new for the club to see and order.
 - iii. Create an order form that will be sent to the members online and be included in the *Lhasa Bulletin*.
 - iv. All orders are sent to one person on the committee. That individual records the information and sends a receipt to the purchaser.
 - b. The total order is placed with McCartney after the published deadline has past. Staff the booth during the National Specialty Week:
 - i. At the Nationals, the committee assembles the orders into bags along with receipts to identify the recipients.
 - c. Committee members create a work schedule for the Nationals with each taking time to man the Table, distributing the orders and selling other items. Normal times would begin at 10 a.m. and close after the last event of the day. It is helpful to post the times the table will be open. The Table will be closed at noon on the final day. Collect money for items ordered/purchased and turn in to the Treasurer.
 - i. Money is given to the Treasurer before the end of the Nationals.
 - ii. Items left over are packaged and shipped to the home of the Committee Chairman to be held until the following year.

WEBSITE LIAISON

1. Coordinate with webmaster ALAC website content.
2. Provide approved minutes from Board meetings and General Membership meetings, additions/deletions to the roster to be added to the Members Only section.
3. Update Committee Chair listings as changes occur.
4. Provide updated Handbook and forms pages as needed.
5. Provide updates to the breeder map and breeder links to webpages as needed.
6. Provide new title reports monthly.
7. Coordinate results of National Specialties being added to website.
8. Provide *Bulletin* in PDF format to be added to website.
9. Answer questions presented from the Contact Us section of the website: dog training, help with housetraining, dog aggression, questions about the breed.
10. Pass puppy and adult dog requests to the breeder referral representative for the region of the requestor.
11. Deal with anything related to the website that may arise.