

# Executive Secretary

**Purpose:** The official administrator for the WCA. Serves as the main contact for WCA membership and for the public.

**Qualifications:** A knowledgeable, efficient and systematic person with an eye for detail. Able to work with other chairpersons and the membership in a courteous and helpful manner. Able to deal fairly with all in an impartial manner. Able to help the novice as well as the old timer. Of prime importance is impartial professionalism as the public representative of the Weimaraner Club of America. Expertise in the activities and the procedures established by the club.

The Executive Secretary is an independent contractor hired by the Board of Directors. He serves at the direction and pleasure of the Board. The contract price is determined by the Board.

## Responsibilities:

1. The primary WCA contact for the majority of members, affiliated clubs, AKC, other organizations and the public.
2. At all times courteous, helpful and prompt in handling the business of the organization.
3. All communications from the National Office must be businesslike, impartial, discrete and without personal opinion.
4. Controversial issues shall be referred to the President or to the Board for either review or to establish rules.
5. All official letters from this office must be prefaced with the proper authority, and no official action, not specifically assigned by the Board may be taken.
6. Perform all work required by the Board and outlined by the WCA By-Laws, Policies and Rules.

## Office:

1. Maintain office hours published in *The Weimaraner Magazine* and be available to answer phones and handle routine questions.
2. Maintain all files and records in proper order and assure easy accessibility to these.
3. Maintain an adequate supply of forms, brochures, pamphlets, rules, etc. for the orderly processing of WCA activities.
4. Deposit funds received and submit reports to the Treasurer.
5. Prepare monthly expense reports for the Treasurer, including original receipts.

## Board:

1. Keep the Board of Directors, AKC Delegate and respective committee chairpersons informed at all times. In the case of controversial issues any official action is to come from the responsible committee chairperson and the Board only.
2. Type, reproduce and distribute any correspondence relative to the club, which the Board might request.
3. Carry out any special projects or requests, relative to the club, which members of the Board might request.
4. Take minutes at Board Meeting if necessary by absence or inability of elected Secretary.

### **Membership:**

1. Maintain the database of WCA members. Update database as changes of address are received.
2. Receive, process and record all membership applications as required in the Club's by-laws.
3. Prepare and mail ballots to the general membership for the election of officers and directors, and for any special balloting required during the year.
4. Provide information and articles to *The Weimaraner Magazine* editor as set out in current Board policy.
5. Prepare mailing covers for *The Weimaraner Magazine* on a schedule set by the Editor.

### **Local Clubs:**

1. Maintain a current list of all local clubs and their officers. Provide local club contact information to the Editor for inclusion in *The Weimaraner Magazine*.
2. Give Parent Club approval for local clubs to hold WCA ratings tests, AKC licensed field trials and AKC specialty shows when requested in accordance with applicable procedures.
3. Assist local clubs to operate more efficiently and aid them in working harmoniously with each other, the AKC and the WCA.
4. Aid local clubs with application to AKC for recognition and provide them with helpful information. Coordinate these efforts with the AKC Delegate.

### **The Public:**

1. Advertise in national dog publications as directed by the Board.
2. Provide information to other breed clubs and local kennel clubs as requests are received.
3. Act as Educational Coordinator for AKC's Education Program.

### **Activities:**

1. Provide official forms, process requests to hold rating tests, sell qualifying ribbons, file results, issue rating certificates and publish results in *The Weimaraner Magazine*. Bring any disputes to the attention of the Ratings/Hunting Committee Chairperson.
2. Update WCA Handbook with changes approved by the Board of Directors.
3. Complete and file applications for WCA events with the AKC.
4. Collect WCA event fees from local clubs.
5. Order trophies and awards: Hall of Fame, Top Producers, Dual & Triple Champions.
6. Advertise in *The Weimaraner Magazine* to sell WCA items. Maintain adequate supplies to assure they are available at all times. Process orders as received.
7. Maintain WCA dog database: Receive monthly *AKC Gazette* New Title Reports, post new AKC titles to dog database, update database with new WCA Rating and Versatile titles.
8. Publish monthly list of new AKC titles in *The Weimaraner Magazine*.

### **Membership Applications:**

1. Application is received in the office.
2. Post to membership database
3. Bank check
4. Publish in next issue of *The Weimaraner Magazine*
5. Send welcome letter.

### **Membership Application Protests:**

1. Protest(s) received

2. Protests must have an original signature on the letter (No e-mails, faxes or other media).
3. Executive Secretary sends a letter to the sponsor and a letter to the applicant (No copies)  
Letters to state the following:
  - a. A protest has been received, state number of protest(s) received.
  - b. In general indicate the nature of the protest(s). Do not send copies of the protest(s) to anyone other than the board. Do not name the protester(s).
  - c. Invite comment or rebuttal.
  - d. Set deadline for response (21 days)
4. Executive Secretary sends a letter to the protester(s):
  - a. The protest has been received.
  - b. Request clarification on some points.
  - c. Request description of all personal contact with applicant (face-to-face, phone, e-mail, etc.)
  - d. Set deadline for response (21 days)
5. Send to Board:
  - a. Include all documents.
  - b. Response must be signed (Letter or fax)
  - c. Set deadline for response (14 days)
6. When vote is received send separate letters. Do not send copies:
  - a. Applicant
  - b. Sponsor
  - c. Protester(s)
7. Include in next report to the Board of Directors.