

# WEIMARANER CLUB OF AMERICA COMMITTEE CHARTERS

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# NATIONAL FIELD TRIAL COMMITTEE CHARTER

## I. MISSION STATEMENT

The National Field Trial Committee organizes and conducts the National Field Championship and Field Futurity.

## II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES

Chair – Responsible for the overall direction, motivation and administration of the committee activities. The chair has the overall responsibility for adhering to WCA's Committee Guidelines and working with the WCA Board Liaison. The Chair of the National Field Trial Committee is the Field Trial Chair as required by AKC rules. Term of office is one year.

Secretary – The National Field Trial Secretary.

## III. MEMBERSHIP

Open to all members of the WCA in good standing.

## IV. COMMITTEE RESPONSIBILITIES

- A. Submit to the Board of Directors for its December Meeting an Annual Plan to include activities, programs and budget addressing conducting the National Field Championships in accordance with the National Field Trial Guidelines.
- B. Execute the Annual Plan as approved by the Board of Directors.
- C. Maintain the content for the National Field Championships page on the WCA website.
- D. Recommend any changes to the National Field Trial Committee guidelines to the WCA Board of Directors for approval.
- E. Develop a succession plan and cultivate the membership in assuming leadership roles to ensure adequate turn-over of committee leaders and members.
- F. Recommend any needed changes to this charter.

See WCA National Field Championship rules

# NATIONAL SHOW COMMITTEE CHARTER

## I. MISSION STATEMENT

The National Show Committee organizes and conducts the National Specialty, Winter Specialty and arranges for the host club for Show Futurities & Maturity. Coordinates with the National Performance Committee in planning performance events for the National Specialty.

## II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES

Chair – Responsible for the overall direction, motivation and administration of the committee activities. The chair has the overall responsibility for adhering to WCA's Committee Guidelines and acting as liaison with the WCA Board of Directors. The Chair of the National Show Committee is the Show Chairman as required by AKC rules. Term of office is one year.

Judges Liaison – Responsible for contracting with judges for National Specialty, Winter Specialty and Futurity and Maturity. May not currently be showing dogs.

## III. MEMBERSHIP

Open to all members of the WCA in good standing. To the extent possible, National Show Committee members will attend the National Specialty Show. In addition to the above; Assistant Show Chair, Trophy, Treasurer, Top Twenty Chair, Website & Advertising, Field Event Coordinator, Hospitality Events Coordinator, Special Events & Seminar Coordinator and Winter Specialty Chair. (Rev. August, 2014) Members are appointed annually by the Board of Directors.

## IV. COMMITTEE RESPONSIBILITIES

- A. Submit to the Board of Directors for its December Meeting an Annual Plan to include activities, programs and budget addressing conducting the National Specialty and Winter Specialty in accordance with the National Show Committee Guidelines.
- B. Hospitality Events Coordinator is responsible for hospitality for Performance Events such as lunches for judges and stewards, etc.
- C. Trophy Chair will order trophies for performance events, the National Performance Committee will order ribbons for performance events.
- D. Execute the Annual Plan as approved by the Board of Directors.
- E. Maintain the content for the National Show Committee page on the WCA website.
- F. Prepare substantive articles for the general membership on the running of Specialties.
- G. Recommend any changes to the National Show Committee guidelines to the WCA Board of Directors for approval.
- H. Solicit local clubs to host the Futurity and Maturity shows and assist the local club with their application to be submitted to the Executive Secretary for submission to the Board of Directors for approval and processing.
- I. Develop a succession plan and cultivate the membership in assuming leadership roles to ensure adequate turn-over of committee leaders and members.
- J. Recommend any needed changes to this charter.

# NATIONAL PERFORMANCE COMMITTEE CHARTER

## I. MISSION STATEMENT

The National Performance Committee will coordinate with the National Show Committee in planning performance events for the National Specialty Show. These events include but are not limited to Obedience, Rally, Agility, Tracking, Rating Tests and Hunt tests.

## II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES

Chair - Responsible for the overall direction, motivation and administration of the committee activities. The Chair has the primary responsibility for ensuring compliance with the WCA' Committee Guidelines and acting as liaison to the WCA Board of Directors. The Chair shall serve for a one-year term.

Vice Chair/Secretary - Deputy to the National Performance Chair with a dual duty to make a record of the meetings. In the absence of the Chair, assumes the responsibility of the Chair and appoints another member to assume Secretarial duties for the specific meeting when the Chair is absent. The Vice Chair shall serve for a one-year term.

## III. MEMBERSHIP

Membership shall be open to all WCA members in good standing.

## IV. COMMITTEE RESPONSIBILITIES

- A. Work with the National Show Committee and local host club in organizing, selection and scheduling of events, selection of judges, contracts relating to performance events, acquiring appropriate venue locations and facilities, obtaining trophies and ribbons and reviewing and proofing the premium.
- B. National Performance Committee will order ribbons for performance event. The National Show Committee will order trophies.
- C. Develop a succession plan and cultivate the membership in assuming leadership roles to ensure adequate turn-over of committee leaders and members.

## BREEDER'S EDUCATION COMMITTEE

### K. MISSION STATEMENT

To educate WCA members in the importance of careful, selective breeding to preserve and enhance the Weimaraner as it is described in the AKC approved breed standard and to educate in all aspects, those members, who choose to breed their dogs.

### II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES

Chair - Committee chair appointed by the Board of Directors.

Committee Chair Qualifications - Extensive knowledge and thorough understanding of the Weimaraner breed standard and husbandry of dog breeding; the willingness to mentor and develop new Weimaraner breeders. The ability to communicate by email.

Members – Appointed annually by the Board of Directors.

### III. COMMITTEE RESPONSIBILITIES

- A. Develop and submit to the Board of Directors for approval Breeder Education programs, which may be held in conjunction of with Weimaraner events.
- B. Prepare articles monthly for submission to *The Weimaraner Magazine*.

### IV. BOARD REPORTS

- A. Submit report to the Board of Directors for the December Board meeting. Submit reports for monthly Board meetings as needed.
- B. Submit financial records annually to the Board summarizing committee activity since the last Board of Directors meeting, including profit and loss statement for that period.
- C. Any recommendations to the Board of Directors for requests from the Weimaraner Foundation Fund.
- D. Recommend any needed changes to this charter.

## **BREEDER REFERRAL COMMITTEE**

### **I. MISSION STATEMENT**

To refer people to local clubs or to breeders with puppies available. Disseminate breed information answering questions that may include training, breed temperament, opinion of websites selling Weims, blue weims, breeding a bitch/offering a stud, adoption/rescue in addition to traditional puppy referrals.

### **II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES**

Chair - Chairperson appointed by the Board of Directors.

Committee Chair Qualifications - Knowledge of the breed, willingness to talk to novice and experienced people interested in owning a Weimaraner. Ability to communicate by email.

Members – Appointed annually by the Board of Directors.

### **III. COMMITTEE RESPONSIBILITIES**

- A. Answer inquiries on the breed. These may be emails, telephone calls or letters.
- B. Systematically collect litter information from WCA breeders to share with people. Litter information can be gathered from Futurity nominations, however, breeders should also supply information on litters that are not nominated.
- C. Stay current with WCA advertisements in publications such as Dog Fancy, Dogs USA and Puppies USA.

### **IV. BOARD REPORTS**

- A. Submit report to the Board of Directors for the December Board meeting. Submit reports for monthly Board meetings as needed.
- B. Summarizing committee activity since the last report.
- C. Recommend any needed changes to this charter.

# COMMUNICATIONS COMMITTEE CHARTER

## I. MISSION STATEMENT

The Communications Committee provides information regarding the breed, WCA activities, and other matters of interests to members and the public through various media.

## II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES

Chair – Responsible for the overall direction, motivation and administration of the committee activities. The chair has the overall responsibility for adhering to WCA's Committee Guidelines and acting as liaison with the WCA Board of Directors. Term of office is one year.

## III. MEMBERSHIP

Open to all members of the WCA in good standing. Appointed annually by the Board of Directors.

## IV. COMMITTEE RESPONSIBILITIES

Online Presence - Responsible for the development, management and operation of the WCA online presence.

The Weimaraner Magazine – Responsible for the content of the magazine.

WCA FaceBook Page – Responsible for the content of the FB page.

AKC Gazette Correspondent – Responsible for preparing and submitting articles for the AKC Gazette breed column.

Liaison to Germany – Responsible for encouraging, promoting, and fostering involvement with the Weimaraner Klub e.V

## V. REPORTS AND OTHER RESPONSIBILITIES

A. Submit to the Board of Directors for its December Meeting an Annual Plan to include activities, programs and budget addressing each of the following areas:

1. AKC Gazette topics for the year.
2. Website content management and construction scheduled for the year.
3. Magazine content for the year.

B. Execute Annual Plan as approved by the Board of Directors.

C. Maintain the content for the Communications Committee on the WCA website.

D. Prepare articles for the general membership on topics relative to the responsibilities of the committee.

E. Develop and maintain the WCA website. The scope of this responsibility includes but is not limited to:

1. Drafting the WCA website policy for submission to the Board of Directors.
2. Appearance of the website.
3. Content Management
4. Layout

- F. Provide articles to be published in the AKC Gazette breed column
- G. Liaise with the Weimaraner Klub e.V
- H. Recommend policy changes for *The Weimaraner Magazine*.
- I. Develop a succession plan and cultivate the membership in assuming leadership roles to ensure adequate turn-over of committee leaders and members.
- J. Recommend any needed changes to this charter.



# COMPANION COMMITTEE CHARTER

## I. MISSION STATEMENT

The Companion Committee coordinates, improves and promotes Weimaraner involvement in AKC Companion events including but not limited to: Agility, Obedience and Tracking.

## II. COMMITTEE LEADERSHIP STRUCTURE AND RESPONSIBILITIES

Chair – Responsible for the overall direction, motivation and administration of the committee activities. The Chair has the primary responsibility for ensuring compliance with the WCA's Committee Guidelines and acting as liaison to the WCA Board of Directors. The Chair shall serve for a one-year term.

## III. MEMBERSHIP

Membership shall be open to all WCA members in good standing. Appointed annually by the Board of Directors.

## IV. COMMITTEE RESPONSIBILITIES

- A. Submit to the Board of Directors for its December Meeting an Annual Plan to include activities, programs and budget addressing each of the following areas:
  1. Programs to introduce and promote the participation of all interested members in agility, obedience, rally and tracking
  2. Assistance to local clubs in planning and holding events which promote companion events.
- B. Work with the National Show Committee and local sponsor club(s) in organizing, staffing and budgeting the agility, obedience, rally and tracking events at the National Specialty. These duties include contributing to identifying and obtaining qualified judges, scouting appropriate venue locations and facilities, and obtaining and cataloging trophy donations.
- C. Advise the WCA Board of Directors on any proposed rules changes in AKC companion events.
- D. Recommend revisions to the Versatility titles for consideration by the Board of Directors.
- E. Publish committee meeting minutes on the WCA website and maintain the content for the Companion Committee page on the WCA website.
- F. Coordinate the publication of substantive articles for the website and *The Weimaraner Magazine*.
- G. Develop a succession plan and cultivate the membership in assuming leadership roles to ensure adequate turn-over of committee leaders and members.
- H. Recommend any needed changes to this charter.

# FIELD COMMITTEE CHARTER

## I. MISSION STATEMENT

The Field Committee promotes involvement of Weimaraners in field events including but not limited to AKC hunt tests, field trials and WCA ratings tests. It is also the primary contact for field related subjects for the membership. Advice and recommendations will be provided to the WCA Board of Directors on current issues and future changes that will be necessary to ensure the perpetuation of Weimaraner involvement in field events.

## II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES

Chair – Responsible for the overall direction, motivation and administration of the committee activities. The Chair has the primary responsibility for ensuring compliance with the WCA's Committee Guidelines and acting as liaison to the WCA Board of Directors. The Chair shall serve for a one-year term.

## III. MEMBERSHIP

Open to all members of the WCA. Appointed annually by the Board of Directors.

## IV. COMMITTEE RESPONSIBILITIES

- A. Submit to the Board of Directors for its December Meeting an Annual Plan to include activities, program and budget addressing each of the following areas:
1. Programs to work with breeders and owners to enhance, promote and preserve the hunting ability of the Weimaraner.
  2. Publish committee meeting minutes on the website.
  3. Maintain the content for the Field Committee page on the WCA website.
  4. Prepare articles for the general membership on field related topics for publication in *The Weimaraner Magazine* and/or website.
  5. Provide advice and recommendations to the WCA Board of Directors regarding issues having to do with AKC hunt tests, field trials and WCA ratings tests.
  6. Solicit local clubs to host the regional WCA Classic Field Trials and assist the local club with their application to be submitted to the Executive Secretary for submission to the Board of Directors for approval and processing.
  7. Develop succession plan and cultivate the membership in assuming leadership roles to ensure adequate turn-over of committee leaders and members.
  8. Recommend any needed changes to this charter.

Updated December, 2020

# HALL OF FAME COMMITTEE

## I. MISSION STATEMENT

Receive nominations to the Hall of Fame from the general membership and to elect two or less inductees each year that have made outstanding contributions to the Weimaraner breed to the Weimaraner Club of America Hall of Fame.

## II. COMMITTEE LEADERSHIP STRUCTURE AND RESPONSIBILITIES

- A. Appointees must be members in good standing with the Weimaraner Club of America.
- B. The Chairperson shall be appointed annually by the Board of Directors.
- C. Chairperson will have no voting power, but will be the director of activities.
- D. The Chairperson will actually maintain the Hall of Fame records.
- E. The Chairperson has the power to decide all ties.
- F. Members shall be appointed annually by the Board of Directors. The geographical regions and areas of competition shall be fairly represented.
  - a. Nothing shall prevent a person from serving consecutive terms or from holding any other office while serving on this committee.
  - b. Should a member abstain from voting on a particular dog or be unable to vote on the year's slate, then the Chairperson shall vote in his place. Should two members be unable to vote, then the Chairman plus a past member of the committee, chosen by the Chairperson, shall vote instead.

## III. COMMITTEE CHAIR QUALIFICATIONS

Interest in and knowledge of the history of the Weimaraner in the United States. Ability to communicate with committee members and promote the program to the members. Ability to communicate by email.

## IV. COMMITTEE RESPONSIBILITIES

- A. Follow the procedures described in the Hall of Fame guidelines and rules.
- B. Notify the WCA National Office of the closing date for nominations so that the closing date can be listed in *The Weimaraner Magazine*.
- C. On or before the second week following the close of nominations, the Chairperson shall submit to the committee the nominations for their consideration.
- D. Investigate all nominees to the Hall of Fame and evaluate all information obtained. Each voting member of the committee shall make an in-depth examination of all nominees
- E. On or before two weeks have elapsed since the submission of the nominations, the committee members shall return to the Chairperson their yes/no vote on each nominee together with any additional information gathered by the member which might be pertinent to the election of nominees by the committee. (No effort should be made to rank the nominations. The decision to be made is whether each animal would be a worthy addition to the Hall of Fame.) A minimum of three "yes" votes shall be required for further consideration. **If none have met this requirement, there shall be no inductees to the Hall of Fame for that year.**

- F. If there are more than two nominees receiving the minimum of three “yes” votes, they shall be resubmitted to the committee for their vote for the final two inductees.
- G. On or before two weeks from receipt of the yes/no votes from the committee members, the Chairperson shall resubmit the final nominees to the committee for their vote for the two inductees. (Here is where the committee members will choose the two most worthy of the award year by ranking those dogs on the ballot.)
- H. Ballots may be emailed to the Chairperson.
- I. Contact the owner(s) of those elected to the Hall of Fame and make arrangements to have them or their representative present at the National Specialty Banquet to receive the award.
- J. Notify the Exec Sec who will prepare the Hall of Fame awards for presentation to the owner(s) at the National Specialty Banquet.
- K. Awards are to be presented at the National Specialty Banquet and results to be published in *The Weimaraner Magazine* after presentation at the National Specialty Banquet. Winners to be notified upon election; however results are to be kept secret until announced at the National Specialty Banquet.)
- L. Results to be published annually in *The Weimaraner Magazine*:
  - a. Newly elected members
  - b. Complete Hall of Fame listing by year of induction (chronological order) in the June issue.
  - c. Closing date for nominations is to be announced in the magazine.
- M. Complete information on each Hall of Fame member to be kept in a designated format by the Hall of Fame Chairperson.
- N. Complete information on the Hall of Fame also to be kept by the Executive Secretary.
- O. The Chairperson will maintain the Hall of Fame records.
- P. The Chairperson will maintain financial records for annual submission to the Board of Directors.

**V. BOARD REPORTS**

- A. Submit report to the Board of Directors for the December Board meeting. Submit reports for monthly Board meetings as needed.
- B. Submit financial records annually to the Board of Directors.
- C. Summarizing committee activity since the last report.
- D. Recommend any needed changes to this charter.

See the Hall of Fame rules

# HEALTH COMMITTEE

## I. MISSION STATEMENT

To communicate with veterinarians and researchers with regard to breed specific health/genetic issues and research and convey information they acquire to Weimaraner owners.

## II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES

The governing body of the Health committee is the Weimaraner Club of America Board of Directors.

- A. Appointees must be members in good standing with the Weimaraner Club of America.
- B. The Chair shall be appointed annually by the Board of Directors.
- C. A Chairperson or Member is not prohibited from holding any other WCA office while serving on this Committee provided they have sufficient time to effectively contribute to the Committee's work.
- D. The Chair shall recommend Committee members with a background in science/veterinary/health and with interests in *advances* in canine health and genetics. The Chairperson shall ensure regular turn-over of Committee members. Committee members are approved annually by the WCA Board of Directors.
- E. Committee Chair Qualifications - The Chair should possess an advanced degree in veterinary or biomedical science or in-depth experience in and understanding of canine health. The Chair must possess a working knowledge of veterinary and scientific principles and terminology which will allow them to understand health issues and effectively communicate with scientific professionals and Weimaraner owners. The Chair must also possess strong administrative and organizational skills to steer the Committee to fulfill their responsibilities.

## III. COMMITTEE RESPONSIBILITIES

- A. Develop a health database for members to exchange health information in an open forum.
- B. Develop subcommittee(s) to address a specific health condition if warranted.
- C. Develop recommendations for the Canine Health Information Center ("CHIC") as part of the Orthopedic Foundation for Animals database.
- D. Educate the membership through timely online material, including links to scientific studies and articles. Provide articles for publication in The Weimaraner Magazine.
- E. Educate the membership about the need for targeted health funding.
- F. Provide educational materials for breeders to include with their puppy packets.
- G. Educate the public and Veterinarians about breed-specific conditions and new and on-going research for the same.
- H. Monitor the current email/contact for the WCA Health Committee. Replies are sent to every inquiry with an appropriate response, within an established time frame.
- I. Member Participation: Encourage breeders and owners to participate in donating samples by organizing collections at regional and national specialties and in open discussions of health issues.

- J. Communicate with the Health Committees of fellow national breed clubs to coordinate collaborative funding contributions.
- K. Communicate with the Weimaraner Foundation Fund to identify priorities in health research and target donations.
- L. Communicate Weimaraner health issues to the American Kennel Club's Canine Health Foundation ("CHF") through selection of a CHF Liaison.
- M. Review pending or ongoing research and advise the Board on targeted funding.

**IV. BOARD REPORTS**

- A. Submit report to the Board of Directors for the December Board meeting. Submit reports for monthly Board meeting as needed.
- B. Submit financial records annually to the Board.
- C. Summarizing committee activity since the last Board of Directors meeting.
- D. Include in the report any needed changes to this charter.

# JUDGES' EDUCATION

## I. MISSION STATEMENT

The purpose of the Weimaraner Club of America Judges Education Committee is to inform and educate both currently licensed and prospective Weimaraner conformation judges, working as liaison between the WCA and AKC. The committee shall provide WCA approved Judges Breed Study Group Seminars following the AKC Guidebook for Coordinators for the Judges Breed Study. The WCA believes that it is the Parent Club's responsibility to provide Judges Education and that it is the appropriate network for the delivery of this educational work.

The Committee is responsible for creating, updating and objectively presenting educational material to aspiring, provisional and approved judges.

## II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES

Chair - appointed by the Board of Directors annually.

### Committee Chair Qualifications:

1. Must have depth of knowledge of structure and movement and understanding of the Weimaraner Breed Standard and how it applies to function.
2. A minimum of 20 years of WCA membership and exhibition of their personal dogs in WCA conformation events. Preferably breeding experience.
3. The Chair and/or person assigned to giving a seminar/study group may not use any dogs owned or co-owned by themselves, unless they are not able to get volunteers.
4. Must use only WCA board approved JE materials and handouts.

## III. COMMITTEE RESPONSIBILITIES

1. The Chairperson will present (or if attendance is not possible, will arrange for an alternate) the Judges' Breed Study Group at the National Specialty.
2. The Chairperson will present a Breed Study Group or Seminar at the AKC National Event.
3. If there is enough interest, coordinate with local chairpersons regarding breed study groups/seminars and provide guidance in presenting such a seminar in conjunction with futurity/maturities.
4. Notify the AKC and the WCA membership of all WCA parent club approved seminars.
5. Complete all AKC paperwork and return to AKC after each seminar.
6. Distribute to all attendees a seminar evaluation to be returned to the WCA.
7. Maintain a list of all attendees for future Sweepstakes assignments.
8. Organize the required elements of an AKC seminar, workshop or mentoring session.
9. Keep and supply one copy of each of the following to clubs hosting study groups/seminars:
  - a. Certificate of Attendance
  - b. Hands-on Practice Evaluation

- c. Gazette Announcement of Educational Event
  - d. Judges' Address Labels
  - e. Master Flyer
  - f. Breed Experts Evaluation of Breed Seminar
  - g. Coordinator's Evaluation of Breed Seminar
  - h. Participant's Evaluation of Breed Seminar
  - i. Helpful Guideline for Organizing Breed Study Group
  - j. WCA Judges' Education Committee Objective Test on the Weimaraner Standard
10. Arrange for a distribution of names of those persons who are interested in Sweepstakes judging. This list will specify if the person has attended a WCA National Specialty or other National event (Futurity/Maturity) and if the person has attended a Parent Club Approved Judges' Breed Study Group or Seminar.
  11. Develop recommendations to the Board of Directors to improve the Weimaraner Judges' Education Program.
  12. Send to new provisional Weimaraner judges one (1) free copy of the Weimaraner Club of America official Illustrated Standard.

#### **IV. RESOURCES**

**Publications:** The Weimaraner Club of America official Illustrated Standard. Breed Standard Powerpoint Presentation. Suggested Reading List (Book of Readings).

**V. FUNDING:** Available from the Weimaraner Club of America

#### **IV. BOARD REPORTS**

1. Submit reports for monthly Board meetings as needed, summarizing committee activity since the last report.
2. Submit financial records annually to the Board.
3. Any recommendations to the Board of Directors for requests from the Weimaraner Club of America for funding.
4. Include in the report any needed changes to this charter.

Revised March 13, 2019



## **JUNIOR PROGRAM COMMITTEE**

### **I. MISSION STATEMENT**

To encourage and promote interest in Weimaraners in our young adults and honor those who show outstanding qualities in furthering the capabilities of the Weimaraner.

### **II. COMMITTEE LEADERSHIP STRUCTURE AND RESPONSIBILITIES**

Chair - Appointed annually by the Board of Directors.

Committee Chair Qualifications - Extensive experience in junior showmanship, imagination, organizational skills and dedication to furthering the program. Knowledge of the AKC Junior Showmanship regulations and the WCA Junior Program rules. Ability and time to write a Junior Showmanship article each month and to communicate with youngsters, parents and board members. Ability to communicate by email.

### **III. COMMITTEE RESPONSIBILITIES**

- A. Write an interesting, informative, and relevant column each month for *The Weimaraner Magazine*.
- B. Provide a monthly list of all Junior placements for publication in *The Weimaraner Magazine*.
- C. Solicit articles from knowledgeable members to instruct our juniors in different categories or versatility.
- D. Receive applications and make recommendations to the Board of Directors for granting of awards according to the Junior Program rules.
- E. Find juniors who are not WCA members, send them a membership application and get them involved in the sport.
- F. Find junior aged WCA members and get them involved.

### **IV. BOARD REPORTS**

- A. Submit report to the Board of Directors for the December Board meeting. Submit reports for monthly Board meetings as needed.
- B. Annual budget for December Board meeting.
- C. Summarizing Committee activity since the last report.
- D. Include in the report any needed changes to this charter.

See Junior Program Rules

## LEGISLATION COMMITTEE

### I. MISSION STATEMENT

Reporting of local, state and national legislation that may impact ownership, breeding and activities for our members.

### II. COMMITTEE LEADERSHIP STRUCTURE AND RESPONSIBILITIES

Chair - appointed annually by the Board of Directors.

Committee Chair Qualifications - Ability to gather legislative and factual information from various sources and communicate this information to the membership. Ability to communicate via email. Ability to network with other AKC Legislative Liaisons. Ability to read, comprehend and explain proposed legislation. Possess the skills to write articulate and persuasive letters to legislators and assist members in doing so.

### III. COMMITTEE RESPONSIBILITIES

- A. Coordinate with the AKC Government Relations Department, other AKC Legislative Liaisons, National Animal Interest Alliance and U.S. Sportsmen's Association groups, and other organizations that protect, promote and advocate for the breeding, competition, hunting, ownership and welfare of animals.
- B. Propose recommendations to the Board of Directors on positions that the WCA should take on legislation and on organizations which the WCA should financially support.
- C. Write articles for the membership on legislative activity. Post, or provide information for officials to post concerning legislative updates on official WCA sites.
- D. Write official letters as the WCA Legislative Liaison to legislators and groups supporting or opposing proposed legislation or actions.
- E. Answer member questions and make recommendations on legislation.
- F. Educate members on legislative issues and the difference between animal rights and animal welfare.
- G. Assist Legislative Liaisons of WCA local clubs for the purpose of disseminating and coordinating information.

### IV. BOARD REPORTS

- A. Submit report to Board of Directors for the December Board meeting. Submit reports for monthly Board meetings as needed.
- B. Summarizing committee activity since the last report.
- C. Include in the report any needed changes to this charter.

## LIFETIME ACHIEVEMENT AWARD COMMITTEE

### I. MISSION STATEMENT

Receive nominations for a Lifetime Achievement Award from the general membership and to elect two or less individuals each year that have made outstanding contributions to the Weimaraner breed to be recipients of the WCA Lifetime Achievement Award, according to the WCA's Lifetime Achievement Award Rules.

### II. COMMITTEE LEADERSHIP STRUCTURE AND RESPONSIBILITIES

Committee Chair Qualification - The candidate shall have an interest in and knowledge of the history of the Weimaraner in the US, the ability to communicate with committee members and promote the program to the members.

Chair – Committee chair appointed annually by the Board of Directors

- A. Appointees must be longtime members in good standing with the Weimaraner Club of America.
- B. Chair will have no voting power, except as outlined in E. and G. below, but will be the director of activities.
- C. The Chair will maintain the Lifetime Achievement Award records to be passed on to any new Chair and permanently held by the Executive Secretary.
- D. The Chair has the power to decide all ties.
- E. Committee Members must be longtime members of the WCA and shall be appointed annually by the Board of Directors. The geographical regions and areas of competition shall be fairly represented.
- F. Nothing shall prevent a person from serving consecutive terms or from holding any other office while serving on this committee.
- G. Should a member abstain from voting on a particular person or be unable to vote on the year's slate, then the Chair shall vote in his place. Should two members be unable to vote, then the Chair plus a past member of the committee, chosen by the Chair, shall vote instead.

### III. COMMITTEE RESPONSIBILITIES

- A. Follow the procedures described in the Lifetime Achievement Award guidelines and rules.
- B. Notify the WCA National Office of the closing date for nominations so that the closing date can be listed in the *The Weimaraner Magazine*.
- C. On or before the second week following the close of nominations, the Chairperson shall submit to the committee the nominations for their consideration.
- D. Investigate all nominees and evaluate all information obtained. Each voting member of the committee shall make an in-depth examination of all nominees.
- E. The Committee must discuss the nominees by telephone conference prior to voting.
- F. On or before two weeks have elapsed since the mailing of the nominations, the committee members shall return to the Chairperson their yes/no vote on each nominee together with any additional information gathered by the member which might be pertinent to the election of nominees by the committee. (No effort should be made to rank the nominations. The decision to

be made is whether each individual would be a worthy recipient of a Lifetime Achievement Award). A minimum of three "yes" votes shall be required for further consideration. If none have met this requirement, there shall be no recipient for that year.

- G. If there are more than two nominees receiving the minimum of three "yes" votes, they shall be resubmitted to the committee for their vote for the final two recipients.
- H. On or before two weeks from receipt of the yes/no votes from the committee members, the Chairperson shall resubmit the final nominees to the committee for their vote for the two recipients. (Here is where the committee members will choose the two most worthy of the award year by ranking the individuals on the ballot.)
- I. Ballots shall be sent to the Chairperson.
- J. Contact each of the nominating individuals to verify that recipient or a representative of recipient's family be present at the National Specialty Banquet, or not to receive the award.
- K. Notify the Exec Sec who will prepare the Lifetime Achievement Awards for presentation to the individual(s) at the National Specialty Banquet.
- L. Awards are to be presented at the National Specialty Banquet and results to be published in *The Weimaraner Magazine* after presentation at the National Specialty Banquet and posted on the website (results are to be kept secret until announced at the Banquet).
- M. Results to be published annually in *The Weimaraner Magazine*:
  - 1. Newly elected members.
  - 2. Complete Lifetime Achievement Award listing by year of induction (chronological order) in the June issue.
  - 3. Closing date for nominations is to be advertized in the magazine.
- N. Complete information on each recipient to be kept by the Chairperson and also by the Executive Secretary.

#### **IV. BOARD REPORTS**

- A. Nominations received at the deadline date and the subsequent results of the Committee vote must be presented in report form to the Board of Directors of the Weimaraner Club of America within two weeks of the final Committee vote.
- B. Submit report to the Board of Directors for the December Board meeting. Submit reports for monthly Board meetings as needed.
- C. Summarizing committee activity since the last report.
- D. Include in the report any needed changes to this charter.

See the Lifetime Achievement Award Rules.

# MEMBERSHIP COMMITTEE

## I. MISSION STATEMENT

The Membership Committee Evaluates and addresses membership trends and areas of concern: recruiting new members, maintaining & supporting members. The committee supports existing AKC licensed specialty clubs affiliated with the WCA.

## II. COMMITTEE LEADERSHIP STRUCTURE AND RESPONSIBILITIES

Chair – Responsible for the overall direction, motivation and administration of the committee activities. The Chair has the primary responsibility for ensuring compliance with the WCA's Committee Guidelines and acting as liaison to the WCA Board of Directors. The Chair shall serve for a one-year term.

## III. MEMBERSHIP

Membership shall be open to all WCA members in good standing. Appointed annually by the Board of Directors.

## IV. COMMITTEE RESPONSIBILITIES

- A. Submit to the Board of Directors for its December Meeting an Annual Plan to include activities, programs and a budget addressing each of the following areas:
  1. Communicating with and supporting existing AKC licensed specialty clubs affiliated with the WCA; and assisting with the development of Associate Clubs and their progress toward becoming an AKC licensed specialty club.
  2. Evaluating and addressing membership trends and areas of concern; recruiting new members; maintaining, supporting and responding to existing members.
  3. Overseeing and encouraging the specified goals of the committee and suggesting modifications to this charter as necessary to accomplish said goals.
- B. Maintain the content for the Membership Committee page on the WCA website.
- C. Coordinate the publication of substantive articles for *The Weimaraner Magazine* and/or the website.
- D. To develop a succession plan and cultivate the membership in assuming leadership roles to ensure adequate turn-over of committee leaders and members.

## V. BOARD REPORTS

- A. Submit report to the Board of Directors for the December Board meeting. Submit reports for monthly Board meetings as needed.
- B. Summarizing committee activity since the last report.
- C. Include in the report any needed changes to this charter.

# NOMINATING COMMITTEE

## I. MISSION STATEMENT

To secure and present a slate of qualified, acceptable candidates, as Officers and Directors, to the membership consistent with the vision and mission of the Weimaraner Club of America (“WCA”).

## II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES

The governing body of the Nominating Committee is the WCA Board of Directors.

Chair – Appointed by the WCA Board of Directors

### Committee Chair Qualifications -

- A. Organizational skills to delegate duties and produce a timely report.
- B. Skills to properly guide the Committee as they fulfill their duties and to communicate their ballot to the Executive Secretary by June 15<sup>th</sup>.
- C. Experience as an active WCA member, including extensive knowledge of the organizational structure, programs, goals, and membership. These qualities may include, but are not limited to, participation in and organizing of WCA bench, field, performance and educational events. Preference should be given to one who is actively promoting and participating in a broad range of WCA activities for at least five or more years.
- D. Must be in good standing with the WCA and all local Weimaraner club(s) to which they belong. The Chair must not be under suspension from the AKC.
- E. Must be free from bias, prejudice and self-promotion.
- F. Must possess in-depth knowledge of the resumes and strengths of the current Officers and Board of Directors.

### Committee Member Qualifications -

- A. Investigative skills to identify and research candidates.
- B. Communication skills to interview candidates and others who both support and oppose the candidate.
- C. Familiarity with the WCA’s organizational structure, programs and membership.
- D. Must be in good standing with the WCA and all Weimaraner club(s) to which they belong. The Member must not be under suspension from the AKC.
- E. Must be free from bias, prejudice and self-promotion.
- F. As a Committee, members must be from diverse areas of the United States to ensure familiarity with as a broad a population of the membership as possible.
- G. As a Committee, members must possess diverse areas of interest, to ensure a broad range of experience and knowledge concerning field (field trials, hunt tests, WCA Ratings), performance (tracking, agility, obedience), and bench.

### Structure -

- A. The Committee shall consist of four Committee Members (“Member”) and two Alternates preferably from diverse geographical areas of the United States, all members in good standing. The Committee should have sufficient national experience and longevity in the breed to enable them to evaluate candidates or know knowledgeable members that they could contact for a recommendation of the candidates.
- B. One Committee Member shall be a sitting member of the Board of Directors.
- C. The Board of Directors shall designate a Chairperson and shall ensure that the Chairperson is educated on both the long and short term issues confronting the WCA as well as the club’s goals. The identification and contact information of the Chairperson shall be posted by February 1 on the WCA website and in the February issue of *The Weimaraner Magazine*. The Chairperson shall not have a vote but shall utilize the Alternates in the event of a tie vote or a conflict.
- D. WCA members are encouraged to contact the Chairperson if they are interested in serving on the Committee or recommending someone for the Committee membership.
- E. No Chairperson or Committee Member may submit themselves as a candidate, nor may they be submitted by others as a candidate in the same year in which they serve on the Nominating Committee.
- F. The Chairperson shall present a list of all applicants requesting to serve on the Committee and identify those recommended to the Board of Directors who shall approve the Members of the Nominating Committee by April 15.
- G. A Chairperson or Member is not prohibited from holding any other WCA office while serving on this Committee provided they have sufficient time to effectively contribute to the Committee's work.
- H. The Committee may conduct their business through e-mail, conference calls, videoconferencing, or any other method convenient to the Members.

**III. COMMITTEE RESPONSIBILITIES**

Chair General Responsibilities -

- A. The Chair shall organize and manage the Committee responsibilities and meetings.
- B. The Chair shall review with the Committee the collaborative operation of the Board of Directors.
- C. The Chair shall review with the Committee the confidentiality of their activities. This includes non-disclosure of the slate of candidates until it is officially released by the WCA.
- D. The Chair shall be responsible for notifying all candidates as to the slate of candidates and the non-disclosure of the slate of candidates until officially released by the WCA.
- E. The Chair shall be responsible for calling for and tallying the vote.

Committee Responsibilities -

- A. Identification of Candidates:
  - 1. Seek qualified candidates from diverse geographical regions, possessing breadth and depth of experiences as an active WCA member and other skills which may benefit the WCA.
  - 2. Document those sitting Officers and Directors who wish to be considered for a consecutive term.

3. Solicit input from the WCA membership for their recommendations on potential candidates.

B. Evaluation of Candidates:

1. The Chair shall delegate to each Committee Member the candidate(s) for evaluation and presentation and shall ensure that each candidate is evaluated by at least two Committee Members.
2. The Members shall conduct an in-depth evaluation of their assigned candidate(s) by speaking directly with the candidate, their references and other WCA members as appropriate. Members shall be expected to take detailed notes of their evaluation to substantiate and support their presentation to the Committee.
3. The Members shall evaluate specific qualities, including but not limited to:
  - Available time to commit to WCA business
  - Diversity in geographical regions
  - Diversity in dog-related activities
  - Financial resources to attend and participate in meetings
  - Past disciplinary issues with any other dog-related clubs
  - Personality which indicates an ability to work with others
  - Prior experience with local clubs, WCA, etc.
  - Special talents which would support a particular office or benefit the WCA
4. For the purpose of providing a uniform method of evaluating each candidate, the Members shall use Attachment A: entitled 'WCA Nominating Committee Candidate Questionnaire' for Officers/Board of Directors when evaluating their assigned candidate. This Questionnaire is not intended to limit the Members who shall have the flexibility to expand their evaluation beyond those issues in the questionnaire.

C. Discussion of Candidates:

1. Each Member shall present the results of their evaluation to the Committee.
2. Discussions shall be guided by the Chair.

D. Voting:

1. Upon completion of candidate presentations and any discussions, the Chair shall call for a vote.
2. Voting shall be in writing, preferably by e-mail and sent only to the Chair.
3. If any Member has a conflict with a candidate, they shall advise the Committee and the Alternate shall cast a vote for that particular candidate.
4. The Members shall rank the candidates in order of preference, with number one being the candidate with the highest rank, followed by the others. In the event of a tie for any candidate(s), the Chair shall instruct the Alternates to cast their votes to break the tie.



5. The Chair shall tabulate the votes so that the candidate with the lowest score shall receive the rank of one; the candidate with the second lowest score shall receive the rank of two; and so on.
  6. The Chair shall send to the Committee the results of the tabulations and the resulting slate of candidates. Neither the Chair nor Committee members shall disclose the slate until the WCA has officially published it.
- E. Communication:
1. Within seven days of the Committee's vote, the Chair shall procure from each candidate a written acceptance of the nomination.
  2. The Chair on behalf of the Committee shall submit the slate of candidates to the Executive Secretary by June 15<sup>th</sup> of each election cycle.
- F. Confidentiality:
1. All communications, discussions and voting are confidential and shall not be disclosed or disseminated except as allowed under the WCA By-laws.

#### **IV. BOARD REPORTS**

- A. The Chair shall submit a report for the December meeting of the Board of Directors. Submit reports for monthly Board meetings as needed.
- B. Summarizing committee activity since the last report.
- C. Include in the report any needed changes to this charter

Revised August 14, 2013

**Attachment A: WCA Nominating Committee Candidate Questionnaire for Officers/Board of Directors**

1. In which state do you reside?
2. Do you belong to any local Weimaraner, training, performance or other dog clubs?
  - a. If yes, which ones?
  - b. How long have you been a member of these respective clubs?
  - c. Have you held any positions in these clubs? If yes, which ones?
  - d. Have you Chaired or otherwise organized events? If yes, identify these events?
3. How long have you been a WCA member?
4. In which AKC and WCA activities have you participated in the past?
  - a. Which AKC and WCA activities are you currently participating in?
5. Have you served on any WCA committees?
  - a. If yes, which ones?
  - b. How long did you serve?
  - c. Can you identify some accomplishments of the committee on which you served?
  - d. Can you identify any activities/programs/etc. which you initiated?
6. Have you ever been disciplined by the AKC, WCA or their affiliated clubs?
  - a. If yes, please provide the date of the disciplinary action and the details.
  - b. Were you subsequently re-instated? If yes, when?
7. Do you possess any specific experience, skills or education which you believe offers valuable skills for serving as an Officer/Director of the WCA?
  - a. If yes, please describe.
8. How would you describe your organizational skills?
9. How would you describe your communication skills?
10. How well do you work with others?
11. Do you have the time to commit to attending monthly Board meetings and two in-person meetings each year?
  - a. Do you understand those meetings are in addition to other duties you will be assigned to in between the meetings?
12. Do you have the financial resources to attend Board meetings and other national/regional events?
13. Ask for a list of three people who can serve as a reference.

**For sitting Board members:**

1. Obtain their attendance record and state of residence.
2. What programs/proposals/etc. have you initiated?

3. What programs/proposals/etc. have you been assigned to develop?
  - a. What was the result of your efforts?
4. Why do you want to remain on the Board?
5. What are your strengths as a Board member?
  - a. What are your weaknesses?

# PHOTO CONTEST AND CALENDAR COMMITTEE

## I. MISSION STATEMENT

To promote and show versatility of the breed and to raise funds for the WCA by running the annual WCA Membership Photo Contest and selling the annual WCA Calendar created from the winning photos.

## II. COMMITTEE LEADERSHIP STRUCTURE AND RESPONSIBILITIES

Chair – Committee chair appointed annually by the Board of Directors.

Qualifications of the Chair - Managerial ability to organize the contest, ability to set up photo display online, and clerical ability to tabulate ballots.

Committee Members – appointed annually, or as needed and requested by the committee chair.

## III. COMMITTEE RESPONSIBILITIES

- A. Run monthly ads in *The Weimaraner Magazine* for Photo Contest beginning with the March issue of the magazine. Photo submission opens May 1.
- B. Send email blasts to the membership promoting the Photo Contest beginning in March.
- C. Chair selects 50 photographs for contest; announce via email, web, creates voting methodology
- D. Deadline for submissions for photographs is May 31.
- E. Voting to start second week in June and will run for one week. Voting will take place online through member only voting link placed on WCA website.
- F. Tally the ballots and announce winners the first week of July. Send info. to magazine, website and Executive Secretary for email blasts. The top 12 featured in the calendar. The next 12-14 are honorable mention photos and will be featured in a collage on the back of the calendar. Honorable mention and remaining photos may be used in various places throughout the calendar.
- G. Provide a list of the top 12 and the Honorable Mention winners to the editor of *The Weimaraner Magazine* for publication in the magazine. This should consist of the placement, the winners name, town, and state.

## IV. BOARD REPORTS

- A. Submit report to the Board of Directors for the December Board meeting. Submit reports for monthly Board meetings as needed.
- B. Submit financial records annually to the Board summarizing committee activity since the last report.
- C. Include in the report any recommended changes to this charter.

See the Photo Contest Rules.

## **PUBLIC EDUCATION COMMITTEE**

### **I. MISSION STATEMENT**

To educate the general public in all areas about the Versatile Weimaraner. To offer learning opportunities for WCA members and Weimaraner puppy buyers that will result in better care, training, socialization and suitable home environments for Weimaraner puppies and adults. To stress the importance of careful selection of a Weimaraner breeder, with helpful points and tips provided on the WCA website that will enable the potential puppy buyer to carefully research, seek, identify and locate a reputable breeder.

### **II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES**

Chair - Committee chair appointed by the Board of Directors.

Committee Chair Qualifications – Knowledge and understanding of the Weimaraner breed standard and all AKC and WCA venues/activities Weimaraners can participate in; Knowledge of training and caring for Weimaraners ; the willingness to mentor new Weimaraner owners. Ability to communicate by email and in person at Meet the Breed events.

Committee Members – Appointed annually by the Board of Directors

### **III. COMMITTEE RESPONSIBILITIES**

- A. Develop and submit to the Board of Directors for approval Public Education programs, which may be held in conjunction of with Weimaraner and/or AKC events.
- B. Coordinate various AKC Meet the Breed events nationwide.
- C. Prepare articles monthly for submission to *The Weimaraner Magazine*.

### **IV. BOARD REPORTS**

- A. Submit report to the Board of Directors for the December Board meeting. Submit reports for monthly Board meetings as needed.
- B. Submit financial records annually to the Board as needed summarizing committee activity since the last Board of Directors meeting, including profit and loss statement for that period as needed.
- C. Any recommendations to the Board of Directors for requests from the Weimaraner Foundation Fund.
- D. Recommend any needed changes to this charter.

# RECORDS COMMITTEE CHARTER

## I. MISSION STATEMENT

Collect and preserve the history of the Weimaraner Club of America for future members. Collect and compile records in the most accurate and efficient way to be used by the committee for the presentation of awards, titles and rankings highlighting the accomplishments of the Weimaraner.

## II. COMMITTEE LEADERSHIP STRUCTURE AND RESPONSIBILITIES

Chair –Responsible for the overall direction, motivation and administration of the committee activities. The Chair has the overall responsibility for ensuring compliance with the WCA’s Committee Guidelines and acting as liaison to the WCA Board of Directors. Term of office is one year.

## III. MEMBERSHIP

Membership shall be open to all WCA members in good standing. Appointed annually by the Board of Directors.

## IV. COMMITTEE RESPONSIBILITIES

- A. Submit to the Board of Directors for its December Meeting an Annual Plan to include the activities, programs and budget addressing each of the following areas:
  - a. Recording and chronicling the WCA events for the upcoming year.
  - b. Preserving prior historical records of the WCA.
  - c. Maintaining WCA perpetual trophies.
  - d. Recommendations for any changes to this charter.
- B. Provide award information to be published in *The Weimaraner Magazine*.
- C. Record BROM/FROM points according to the rules of the program as stated by the WCA.
- D. Recommend revisions to the BROM/FROM for consideration by the Board of Directors.
- E. Prepare substantive articles for the general membership regarding the history of the WCA, the BROM/FROM program and Versatility titles.
- F. Responsible for tracking WCA perpetual trophies and for recommending changes to Perpetual Trophies Rules.
- G. Develop a succession plan and cultivate the membership in assuming leadership roles to ensure adequate turn-over of committee leaders and members.

## II. IV. BOARD REPORTS

- A. Submit report to the Board of Directors for the December Board meeting. Submit reports for monthly Board meetings as needed.
- B. Submit financial records annually to the Board as needed summarizing committee activity since the last Board of Directors meeting, including profit and loss statement for that period as needed.

- C. Any recommendations to the Board of Directors for requests from the Weimaraner Foundation Fund.
- D. Recommend any needed changes to this charter.