

Collie Club of America District Directors' Guide

I. GENERAL

By virtue of election, the Collie Club of America Directors assume responsibility for leadership, thoughtful judgment, and advancement of all CCA programs and activities. A position on the Board as a Director is not an honorary post. As a representative of the membership, the Director holds an important office in the CCA. Membership on the Board imposes the duty to creatively study all aspects of the Club's activity, promote the Club's effectiveness, and increase its influence for the benefit of the members and the Collie community.

II. PURPOSE AND USE

This guide is a tool for Collie Club of America members to assist them in understanding the principal functions and duties of the District Directors. It also includes information about procedures and practices not covered in the Bylaws, and references and links to resources.

According to the Bylaws, it is the responsibility of each Director to:

- 1) Serve on the Board of Directors as a member
- 2) Represent the interests of his district by voting at all board meetings
- 3) Endorse suitable applicants for membership from his district
- 4) Disseminate information to the district members
- 5) Promote the specific interests of the Club and its members within his own district, or the interests of the Club as a whole, in the case of at-large Directors

Directors are elected to a 2-year term, with elections held in the fall of even-numbered years. New Directors take office at the time of the annual meeting at the next CCA National.

III. RESPONSIBILITIES

Directors serve the Club and their districts' membership in multiple capacities. There are several priorities that include establishing and directing CCA policy, while serving the interests of their respective districts.

A. As a Director –

In order to properly carry out the assigned responsibilities, a CCA Director should have the following attributes:

- 1) Awareness of the requirements of the position as outlined in the Constitution and Bylaws
- 2) Familiarity with the Constitution and Bylaws, and the CCA Code of Ethics (all may be found on the CCA website and in the yearbook)
- 3) Knowledge of the CCA's organizational structure

- 4) Familiarity with the CCA committees and knowledge of the location of listings of the committees and their chairmen (published in each Newsletter; on CCA website)
- 5) Familiarity with the CCA website, and the Club's programs and activities
- 6) Availability of time and flexibility of schedule to communicate with district members
- 7) Ability to communicate via email
- 8) Awareness of Roberts Rules of Order as our parliamentary procedure guide
- 9) When possible, attend the CCA Board and Membership meetings at the National

B. As a CCA Board Member –

CCA Directors should become familiar with the Club's long-range plans, programs, and policies. As the link between members and the Board, Directors should speak for the interests of their district members.

With the exception of the annual board meeting held at the CCA National show each year, all board meetings are held via the monthly Communiqué. The CCA Bylaws refer to Robert's Rules of Order, Newly Revised, as the rules by which meetings are to be conducted.

There are two primary means of communication: the CCADD Discussion List on Yahoo, for Directors only, and the Communiqué. The Communiqué is sent to the CCADD Discussion List, and mailed via USPS to the Directors. It is also posted to the CCA Members Only Yahoo list for all members to view.

Only the Board has access to the CCADD Discussion List. Communications and comments on the list are PRIVATE and not to be shared with others outside the Board, unless specific permission has been given to cross-post an item.

Motions are to be presented directly to the CCA Secretary via email, USPS, or fax. Unless the motion is directed to the Secretary, it will NOT be considered. A copy of the motion can be placed on the CCADD Discussion List in order to obtain a second. The second is also to be sent directly to the Secretary, with a copy to the Discussion List so the other Directors know there has been a second. Upon receipt of the second, the 'floor' is open to discussion.

The motion will be presented in the next issue of the Communiqué for discussion. All comments are confidential to the Board. After the discussion period, the motion will be presented for vote in the next Communiqué.

The Director can vote in one of several ways:

- 1) Directly to the CCA Secretary via the Secretary's email address
- 2) Mailing the hard copy ballot
- 3) Faxing the ballot

C. To the District Members -

Communication is an essential part of the responsibility to the membership. Keeping members informed of discussion items and soliciting their opinions is necessary to

represent them. When sending out the Communiqué, the Director should provide members a response deadline which will allow him time to put together the District's ballot and send it to the Secretary. All parts of the Communiqué, except for the Board comments section, should be sent to the members.

As a dues reinstatement fee takes effect after February 1, it is helpful to send a dues reminder notice to district members in early January.

Directors may also want to share other information with their members, including:

- 1) Legislative issues within the district
- 2) Local club activities
- 3) Rescue groups
- 4) Responsible breeders
- 5) Collie health issues
- 6) AKC issues that may affect our breed and activities
- 7) Openings in various CCA committees for volunteers

This may be done through a newsletter, or via email and/or US mail as the information becomes available. The important thing is that the Director stays in contact with his members.

In some Districts, the Director may receive only a small (or no) response on discussion and ballot items. Some members feel they elected the Director to make decisions for them. It is the responsibility of the Director to make the best decisions for the entire District when little direction is received from them.

Directors occasionally receive inquiries from individuals looking for puppies or adults. It is up to each Director how to handle this situation. While it is helpful for the Director to provide contacts that may have what the person is looking for, it is not the Director's responsibility to screen buyers for breeders; nor is it the Director's responsibility to come up with buyers for breeders' dogs.

The suggestions presented here are not all-inclusive. Directors can explore new ways of promoting the Collie Club of America and educating District members, and being an ambassador for the Collie.

IV. REFERENCES AND LINKS

Collie Club of America, Inc. – a 501(c)(7) organization – donations are NOT tax-deductible
Collieclubofamerica.org

Constitution and Bylaws* -
<http://collieclubofamerica.org/constitution.html>

Code of Ethics* -
<http://collieclubofamerica.org/ethics.html>

Membership Application -
<http://colliclubofamerica.org/membership.html>

List of Club Officers# -
http://colliclubofamerica.org/cca_officers.html

List of District Directors# -
http://colliclubofamerica.org/cca_district_directors.html

List of Committees and Current Chairmen# -
http://colliclubofamerica.org/cca_committee_chairs.html

CCA Show Rules –
<http://www.colliclubofamerica.org/members/only/2008showrules.pdf>

The Collie Standard* -
<http://colliclubofamerica.org/breeder-resources/the-collie-standard.doc>

* - also in the CCA Yearbook

- also in each issue of the Newsletter

Collie Health Foundation – a 501(c)(3) organization – donations ARE tax-deductible
<http://www.colлиеhealth.org>
(may also be reached by link on CCA website home page)

Collie Rescue Foundation – a 501(c)(3) organization – donations ARE tax-deductible
<http://www.collierescuefoundation.org>
(may also be reached by link on CCA website home page)

The Official Robert's Rules of Order website - includes links to Amazon.com to purchase complete and brief versions
<http://www.robertsrules.com>

AKC Government Relations - includes information on state and federal legislation, list of AKC federated clubs, and resources for addressing canine legislation
http://www.akc.org/canine_legislation/index.cfm

Rules, Tips, and Hints for the CCADD Discussion List –

These will be posted in the files section and will be sent out to new members upon subscribing.

TOP 10 TIPS FOR DISCUSSION GROUP MEMBERS:

1. This discussion group is for MEMBERS ONLY of the Collie Club of America Executive Committee. Its sole purpose is to provide a means of communication and discussion of club business, club topics and the sharing of ideas between District Directors and Officers of the Collie Club of America.
2. Try to stay on topic with club business, issues and matters pertaining to the Collie Club of America.
3. Be tolerant, diplomatic, and patient - do NOT personally attack other members. We all are different and all have our own opinions, likes, and dislikes. It is OK to disagree with another member's viewpoint. What makes a difference is how you disagree. In other words, disagree with the subject matter and do not personally attack another for their views or how they post to the group.
4. Avoid chatty, personal, cliquy in-joke stuff. NO jokes, and especially, NO chain letters please.
5. Quote only the relevant portion of a previous post - If you are on Daily Digest, please do not ever quote a whole digest in your reply.
6. Change subject headers when a subject changes and use the off topic (OT) header if a subject is off topic, but please try to stay on topic. When posting anything off topic, think about 10 simple words: "Is this something the ENTIRE group really wants to hear?"
7. Please, no derogatory or inflammatory comments about anyone. This includes other club members, nonmembers, puppy buyers, etc. Especially do not name names of anyone viewed suspicious or otherwise. If you want to warn others about a potential problem, please do so privately.
8. If you read an off topic post requesting off topic info or help, please e-mail that person off list, even if they forgot to request that you do so
9. This is not a chatroom, this is a discussion list
10. No cross-posting or forwarding of any messages.

Thanks,
Your Group Moderators