

Wellington Canine Obedience Club

9th June 2004 Meeting

Mike / Janice / Annette / Mary / Derek / Harriet / Heather / Shirley / Janice (KC) /
Finnegan's Mum

1. New AGM Date – 30th June 2004 7pm – need 15 people
2. The books - have been returned from the accountant
3. People willing to stand on the committee –

President – Heather & Derek
Vice President – Mike
Secretary – Harriet
Treasurer – Janice

To stand you have to been involved in the club for 12 months.
Also be a member of the NZKC

Others present are more than happy to assist when required

It was also raised what are the job descriptions for the above positions
- Please find guidelines attached

4. Broken Light – Derek will fix at working bee
5. Working Bee – 10am 26th June Mike will organize jobs to be completed
6. Stock Take of Trophies – Derek agreed to contact Ellen to recover
7. Advertising of new classes as in take is low – Will advertise in contact for next in take to see if it raises numbers, (One off)
8. AGM placement of ad – Janice (KC) will do (Cook Strait News)
9. Shopping – Annette to sort out / Janice will reimburse. (Note : anyone can assist with shopping no need to wait for Janice)
10. Classes ending early this year, should we re-juggle the remaining classes
– *to be addressed at next meeting of new committee*
11. Classes on Sundays – *to be addressed at next meeting of new committee*

President

- Chair Board meetings
- Initiate discussion among Board and general membership regarding group goals and objectives
- Maintain close contact with members regarding their needs and their assessment of how well the group is meeting them
- Host and lead discussion at regular meetings
- Supervise committee chairs and other volunteers
- Cosign checks in excess of prescribed amount

Vice President

- Chair Board meetings in absence of the President
- Host and lead discussion at regular meetings in absence of the President
- Cosign checks in excess of prescribed amount in absence of President
- Develop and implement, or supervise the implementation of fund raising programs

Secretary

- Take minutes at Board meetings and promptly distribute copies to Board members
- Keep master file of Board Minutes
- Draft correspondence at direction of President
- Maintain the group's archives

Treasurer

- Maintain group's checking and savings accounts
- Receive and deposit funds
- Make disbursements in accordance with Board policy
- Keep financial records in accordance with generally accepted accounting principles
- Make routine financial reports at each Board meeting
- Make special financial reports/analyses as directed by the Board