

DUTIES OF THE SECRETARY/TREASURER – CONTINENTAL DORSET CLUB, INC.

- 1) Process applications for registration and transfer with fast, efficient turn around
This includes:
 - a. Checking membership and/or youth enrollment – document year of activity
 - b. Calculating fees and record payment received
 - c. Checking entry information accuracy, contact applicant with issues and wait for resolution before completing and mailing back registration work
 - d. Assign CDC registration numbers, tabulate, males, females, polled, horned, fall born
 - e. Process papers
 - f. Return completed work as directed
- 2) Be accountable for funds received and disbursed:
This includes:
 - a. Record all checks and cash and itemize them accordingly
 - b. Process all electronic payments and itemize them accordingly
 - c. Make bank deposits
 - d. Keep record of savings accounts
 - e. Invest and keep accurate records on CDC certificates of deposits or money market accounts
 - f. Keep record of disbursements and itemize accordingly – Quickbooks
 - g. Pay all bills promptly
 - h. Retain a CPA to do the year end non-profit tax filings
 - i. Prepare financial statements for each board meeting and annual CDC Membership meeting
 - j. Treasurer should be able to be bonded
 - k. Handle payroll of secretary as a W-2 employee, make monthly federal and state employee tax deposits, file year end 940 FUTA tax form, keep itemized payroll
 - l. Keep accounts receivable to a minimum
- 3) Letters of inquiry and school requests
 - a. Send literature as requested
- 4) Purchase advertising as budgeted by Board of Directors
- 5) Keep accurate records of lifetime and youth enrollments
 - a. Prepare and have directory printed every two years
 - b. Keep account of youth members that age out and need to upgrade to lifetime members
- 6) Over-see printing and purchasing of forms, literature, promotional materials, promotional give-aways, office equipment and supplies.
- 7) Schedule Board Meetings, whether in person or by Zoom, and Annual Meeting with assistance of the host group (if there is one).
 - a. Prepare agenda, financial statements and other pertinent reports and email to directors prior to the meeting
 - b. Pay director travel expenses upon receiving receipts
- 8) Orchestrate Director Elections
 - a. Notify nominating committees of responsibilities
 - b. Prepare ballots and resumes as submitted

- c. Mail by first class mail to current CDC members in the appropriate region
 - d. Collect the returned ballot envelopes, count and have them verified by a witness
- 9) Be responsible of ordering CDC sponsored awards and keeping track of the perpetual traveling awards for:
- a. National Sales (traveling awards included)
 - b. National Shows Junior and Open (traveling awards included)
 - c. Regional Junior Shows
 - d. Futurity Program
 - e. Dorset Hall of Fame
 - f. Director & President Retirement Recognitions
- 10) Assist with the All American Junior Show – secure class sponsors, donated ewe lambs, ram semen donations or any other things the program needs. Attend this show – be responsible for the check-in of all Dorset show registrations and assist show managers as requested.
- 11) Manage the promotional booth and its materials at major Dorset events. (New promotional booth needs to done).
- 12) NAILE:
- a. Responsible for collecting all matching funds from exhibitors.
 - b. Obtain winners of other activities from NAILE that the CDC sponsors awards for and get premiums paid.
 - c. Work with show management to check class lists and splits, work the show ring keeping track of awards and show placings, be responsible for keeping track of Downsborough Sire of the year calculations in Open Polled Fitted Show
 - d. Attend the NAILE sheep committee meeting, communicate with NAILE on judge selections and premium book changes
- 14) Travel: The secretary should attend the following each year:
- a. National Sales and Annual Meeting at Ohio and Sedalia
 - b. All American Junior Show
 - c. NAILE – Junior and Open Shows
 - d. Attempt to get to one Regional Junior Dorset Show per year
- 15) National Junior Dorset Association: act as their advisor arranging for their activities including All American Get-Together, Annual Meeting in Louisville, Benefit Online Auction, zoom meetings, scholarship program, first year Dorset showman mementos, and keeping their financial records.
- 16) Dorset Futurity Program: be responsible for implementing the program by taking nominations and billing out fees, keeping track of participant point record forms, mailing current rules and regulations to participants, keeping track of points and posting updated standings, ordering awards for the program, paying out premiums for the program and figuring final point standings at Louisville for the presentation of awards at the National Junior Dorset Association meeting.
- 17) CDC Website and Facebook: be responsible for getting updated information to web designer for posting on website, be responsible for posting CDC news on CDC Facebook page and communicating with the membership via social media

- 18) Dorset Connection Newsletter: be responsible for collecting materials to submit to newsletter editor three times per year, this includes writing information articles
- 19) Ewes For Youth Grant Program: be responsible for implementing program by advertising program, collection of applications, scanning in applications and getting to committee to evaluate, keeping track of scores, calculating winners, notifying winners and paying out grants at the completion of the transfer of animal requirement.
- 20) Breed Standard Education & Policy Implementation: obtain Slick Shearing Inspectors for national events and educate the exhibitors at the show of CDC slick shearing policy by displaying the education banner.

This job is very time consuming from March to mid-August. Full time hours (five days per week) will need to be put in at the office to keep up with registration work during this time period. Top priority is the completion of registration work and returning the paperwork to breeders in a timely manner. From late August through February, the job could be done with three full days per week. This is the time to get all projects done so that you will be able to concentrate on the registration work when the Spring/Summer rush comes along.