

BCCA AWARDS COMMITTEE RESPONSIBILITIES

Purpose - Work with chairs of Agility, Conformation, Herding, Junior Showmanship, Obedience, Rally, Tracking and Versatility to compile and maintain their respective statistics and awards records.

Duties of the Committee Chair

1. Order the AKC New Titles Reports annually.
2. Forward electronic AKC New Titles Reports via e-mail to individual committee chairs.
3. Prepare and obtain BCCA President's signature on all Register of Merit and award certificates for Annual Awards Banquet (with the exception of Versatility).
4. Coordinate awards portion of Annual Awards Banquet.
5. Act as liaison with Board of Directors for proposals for new awards or amendments to current awards.
6. Be well-versed in all standing rules that apply to this position.
7. Attend the AGM if possible.

Responsibilities of the Committee Members

1. Chairs of Agility, Conformation, Herding, Junior Showmanship, Obedience, Rally, Tracking and Versatility work with Awards Chair to compile and maintain their respective statistics and awards records;
2. Other responsibilities as outlined in Yearly Work Plan.

Activities	Date to be Accomplished	Person(s) Responsible
Forward AKC New Titles Reports to the appropriate chairs and to the BCCA Charitable Trust.	Quarterly	Chair
Yearend final statistics to Bulletin editor	May 1 or as requested	Individual committee chairs
Award/Certificate information to Awards Chair	August 1 for Sept Specialty Sept. 1 for October specialty	Individual committee chairs
Prepare award certificates	Two weeks prior to Specialty	Chair
Coordinate awards for Annual Awards Banquet	National Specialty	Chair
Prepare Annual Written Report to Board	September	Chair

Committee Yearly Work Plan

Additional Information

The Awards Chair shall receive the appropriate statistical reports from the AKC.

Applicable Standing Rules

5.0 COMMITTEES AND AFFILIATE CLUBS		
5.1	Committees of the BCCA. Chairs are appointed by the board at the first meeting of the fiscal year (July) and when necessary. All committee chairs shall operate in accordance with the job description for their committee. Job descriptions are approved by the board.	
5.2	Committee Records, such as statistics, historical documentation, photographs, and displays are the sole property of the Bearded Collie Club of America and must be surrendered immediately when notified by the recording secretary at the direction of the board. 03/94-03, 06/99-02	
9.0 AWARDS AND TROPHIES		
9.1 General		
9.1.1	Awards Year. Except where otherwise specified, an awards year shall be January 1 – December 31. 01/90-04, 7/90-07, 01/95-05, 05/95-03	
9.1.2	Eligibility. In order to qualify for a BCCA award, at least one owner of a dog and one parent of a junior handler must be a BCCA member in good standing.	
9.1.3	Trophy Approval. The board shall approve any trophy, plaque, award, or certificate presented at the national specialty. 07/04-01	
9.1.4	Trophies and Awards. Winners of trophies have the option to take their trophies home or leave them in the custody of BCCA. Awards are won outright and reside with the recipients.	