

BCCA COMMUNICATIONS COORDINATOR COMMITTEE RESPONSIBILITIES

Purpose

To assist in the maintenance of the email service used by the BCCA and to disseminate information to the membership pertaining to club business in a timely manner.

Duties of the Coordinator

1. Work with the board to send out announcements to the membership as needed
2. Additional information to be posted **when so directed** includes but is not limited to:
 - a. Premium lists or announcements for Affiliate Clubs
 - b. Notices from the Secretary deliverable outside the BP schedule
 - c. Membership Renewal Forms prepared by the treasurer
 - d. Surveys or notices of surveys
 - e. Candidate bios for elections
 - f. Judges ballots prepared by the recording secretary
 - g. Health-related emails
 - h. Show results from the National and Affiliate Club Specialties
3. Keep abreast of technology in order to update our services as necessary
4. Maintain a good understanding of how to post items on the website
5. Provide help to any member who is having trouble receiving/opening the BCCA's emails
6. Work with the corresponding secretary and Bagpipes editor to keep email addresses up to date
7. Collaborate with the Bagpipes editor and the webmaster in order to fill in for those jobs if necessary
8. Assist in the training of persons who are new to these tasks
9. Notify the board before information is posted
10. Be well-versed in all standing rules that apply to this position
11. Follow the BCCA Publications Guidelines.

Committee Yearly Work Plan

Activities	Date to Be Accomplished	Person(s) Responsible
Publish information that has been reviewed by the Board	Ongoing/As Needed	Coordinator
Assist the Bagpipes Editor and the Webmaster	As Needed	Coordinator
Attend the AGM	September/October	Coordinator

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