

BCCA DATABASE/LABELS COMMITTEE RESPONSIBILITIES

Purpose - To assist the treasurer and corresponding secretary with the maintenance of the BCCA database.

Duties of the Committee Chair

1. Furnish a file for labels from the BCCA database to clubs and other members who need to process mailings.
2. Furnish a labels file for the Bulletin in four categories
 - a. US Bulk
 - b. US First Class
 - c. Canadian
 - d. Foreign
3. Oversee the publication of the BCCA Roster - electronically in odd years and hard copies in even years.
4. Be well-versed in all standing rules that apply to this position.
5. Attend the AGM of the BCCA if possible.

Committee Yearly Work Plan

Activities	Date to Be Accomplished	Person(s) Responsible
Prepare a file for membership labels	As requested	Chair
Prepare a file for Bulletin labels	Quarterly as requested by the editor	Chair
Oversee the publication of the BCCA roster in even numbered years and an electronic version in odd years.	Biannually	Chair
Attend the AGM	September/October	Chair

Applicable Standing Rules

4.0 MEMBERSHIP	
4.4	Address Labels. Any BCCA member may request a digital file of mailing labels. The mailing list and roster shall not be used for commercial purposes. 07/96-03, 07/96-03
4.5	Membership Roster. A membership list including name, address, phone number, email address, and kennel name will be sent to members with the winter edition of the Beardie Bulletin in the even fiscal years. 08/90-10, 12/91-06, 11/94-03, 01/95-04, 05/00-03, 03/11-08

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