

BCCA HISTORIAN COMMITTEE RESPONSIBILITIES

Purpose

Preserve the history of the Bearded Collie Club of America by collecting club artifacts for permanent storage with the AKC Archival Department. All protected historical elements are available for club use such as on the BCCA website, at BCCA events or in BCCA publications.

Duties of the BCCA Historian

1. Collect copies of all outstanding club publications (generally more recent copies) and ship to AKC for storage.
2. Scan all pages of outstanding Beardie Bulletin publications, ship to AKC for storage and send to BCCA webmaster for posting.
3. Collect copies of each year's specialty competitive events on videotape or DVD and ship to AKC for storage.
4. Collect digital photographs of the major winners of each BCCA specialty, send copies to AKC for storage and send copies to BCCA webmaster for posting.
1. Maintain regular communication with AKC Archivist to have most current log of BCCA archives filed with AKC and ensure it is posted on the BCCA website.
5. The BCCA Historian will provide the National Specialty Show Chairman with the previous year's awards list four months in advance of the current Specialty. The Historian will maintain the list and verify its accuracy, with the owners of the winners.
6. Collect listing of BCCA annual awards, ship to AKC for storage and send to BCCA webmaster for posting.
7. Continue to research outstanding materials to complete the archive collection.
8. Develop new historical data for the website.
9. Be well-versed in all standing rules that apply to this position.
10. Attend the AGM of the BCCA if possible.

Committee Yearly Work Plan

<u>Activities</u>	<u>Date to Be Accomplished</u>	<u>Person(s) Responsible</u>
Existing archives sent to AKC	April 30	Past Chairs/Historians
Scan / catalog all photos	August 31	Chair
Transfer videos to DVD	April 1	Chair
Previous Awards Lists to new specialty chair	June 1	Chair

Additional Information

Per the Deed of Gift agreement signed in 2012 with the AKC, the AKC has the right to store and catalog all BCCA archives submitted. The club retains rights to the archive materials, sets viewing restrictions and has access to the materials during working hours at the 260 Madison Ave., New York, NY 10016 address. It is the responsibility of the Historian to ensure all new materials and outstanding historical items are submitted to the AKC archivist annually.

BCCA Archive Materials include

- Beardie Bulletin Magazines
- BCCA Bagpipes Newsletters
- BCCA Yearbooks
- Bearded Collie Magazines
- Bearded Collie Annuals
- Breed-specific books
- Foundation Stock book
- Stud books
- Specialty videos and DVDs
- Marked Specialty catalogs
- Parade of Champions catalogs
- Specialty win photos
- Historical Specialty displays
- Recording Secretary records

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

8.0 NATIONAL SPECIALTY	
8.1 General Procedures	
Specialty Documents for Historian. The host club of each national specialty will provide the BCCA Historian with <ul style="list-style-type: none">• an official marked catalog recording all the placements of each event immediately following the specialty• a copy of the BCCA specialty video• winners' photos for BOB, BOS, SD, SB, WD, WB, BOW, RWD, RWB, Stud Dog-1st Place, Brood Bitch-1st Place, Veteran Dog-1st Place, Veteran Bitch-1st Place, Brace-1st Place, Best in Sweeps, BOS in Sweeps, Best Veteran in Sweeps, BOS Veteran in Sweeps, High in Trial-Obedience, High in Trial-Herding, High in Trial-Agility, and Best Junior. 7/90 ABM	