

BCCA BREED EDUCATION COMMITTEE RESPONSIBILITIES

Purpose

1. To educate judges about the bearded collie in preparation for their judging the breed.
2. To educate breeders and owners about the bearded collie through development of a breeder/owner program.

Duties of the Breed Education Committee and Chair

1. Send an initial letter to new, provisional and additional breed judges who are listed each month on the Secretary's page on the AKC website. The chair will have an Illustrated Standard (IS) sent to each new judge after determining if the judge may have already received an IS.
2. Arrange for a seminar to be held at the National Specialty. The presentation must comply with AKC requirements including a hands-on workshop with presentation, questions and answers and a demo of how to examine the Beardie.
 - a. Contact the National Show Chair for needs: a spot near the regular judge's examination approximately 20 chairs for mentoring; a room for the presentation; a screen; light refreshments. Ensure arrangements are made to have a laptop, LCD projector and copy of the Breed Presentation for the primary presenter.
 - b. Two-three months in advance send the date, place and contact information to the AKC National Seminar listing. Also send three to four posts about the seminar to the e-mail Judges' list through a member of the Judges' list (breeder judge).
 - c. Prepare for a hands-on examination (usually held in the breed ring) with movement, individual examinations and critiquing of at least four-six dogs.
 - d. Set a fee to cover room costs, refreshments (may be optional), the packet and a copy of the Illustrated Standard.
 - e. Contact all mentors to help for ringside tutoring.
3. Contact Show Chairs of affiliate specialties to offer to assist with holding a seminar, hands-on demonstration, and/or ringside mentoring.
4. Process requests for a Judges' Education Seminar presentations from outside organizations. The American Dog Show Judges Association holds a Beardie seminar every other year.
 - a. Assign a qualified presenter from the list.
 - b. Order packets to be sent to the presenter.
 - c. Order Illustrated Standards from the IS chair to be sent directly to the presenter.
 - d. Check with the presenter to determine if the seminar-giving organization has a laptop and LCD projector. If not, BCCA equipment should be shipped to presenters and insured for \$500. Ship early enough so that the presenter can practice using the Breed Presentation. Presenters have access to the Power Point, master copy of the packet and needed forms through download from the website.
- ~~5.~~ Arrange for laptop and LCD projector storage and shipping as needed.
6. Make improvements to Breed Education section on website through the webmaster.
7. Review and verify all mentor applications, including:
 - a. Send applicant all rules, outlines, letters and the guidelines agreement to be signed.
 - b. Present to the committee for approval.
 - c. Send name(s) to board for approval.
 - d. Once board approved, have webmaster add the name to the website.
8. Each year submit current mentors for approval by the BCCA Board.
9. Have the webmaster update the list of current mentors/presenters on the website.
10. Develop a communication strategy that includes education for judges, breeders and owners, and the public through the website, BCCA publications, social media and other avenues of communication.
11. Review and update the Breed Presentation, packet and other education materials as needed.
12. Ensure the IS Chair maintains an inventory of the Illustrated Standards.
13. Develop a budget for the forthcoming fiscal year to support the committee's activities and forward to the BCCA Treasurer for inclusion in the annual budget.
14. Be well-versed in all standing rules that apply to this position.
15. Attend the AGM of the BCCA if possible.

Sub Committee Responsibilities

1. Packet Chair

Maintain an inventory of packets for distribution to seminar presenters take care of copying and assembling packets when needed and distributing them to the presenters of seminars.

2. Illustrated Standard Chair

- a. Maintain an inventory of the Illustrated Standard booklets; advise BEC chair when more copies need to be printed.
- b. Provide copies of the IS to presenters as needed.

c. Maintain a list of those sent an IS.

3. Presenters

- a. Check the venue of the presentation and inquire whether they have enough space and the equipment needed: laptop, LCD projector, and screen.
- b. Obtain packets from the Packet Chair or work with BEC chair to make up packets if required.
- c. Send the names of the participants and forms to the AKC Judges Education department and to the BEC chair.
- d. Practice with the Breed Presentation before the actual seminar.

4. Mentor Requirements

- a. Has been in the breed for at least 12 years
- b. Has bred at least five litters
- c. Has produced at least four champions
- d. Has been a member of the BCCA for at least 10 years
- e. Has attended an approved seminar
- f. Is willing to work at Institutes, National, and individual mentoring
- g. Must attend a National Specialty at least every three years.
- h. Must help with the ringside mentoring or the hands-on examinations at the Specialty when in attendance.

Committee Yearly Work Plan

Activities	Date to Be Accomplished	Person(s) Responsible
Arrange for the Judges' Education Seminar at each National Specialty	September/October	Chair/Volunteer Mentors
Arrange outside presentations as requested	As Needed	Chair/Presenter
Keep an updated list of mentors serving as presenters	Ongoing	Chair
Oversee distribution of the Illustrated Standard	Ongoing	Chair/IS Chair
Oversee and maintain packets for judges' seminars	Ongoing	Chair/Packet Chair
Maintain list of mentors and recommend approval of new applicants	As Needed	Chair
Maintain BEC Guidelines and obtain Board approval for changes	As Needed	Chair
Arrange maintenance of JEC equipment	Ongoing	Chair
Work with the webmaster and publications to keep, develop and expand education information on the website and other platforms up-to-date	Ongoing	Chair
Prepare and submit annual budget to BCCA Treasurer	May 1	Chair/Committee
Prepare Annual Written Report to Board	August 1	Chair
Attend AGM	September/October	Chair

Reference documents:

Guidelines for BCCA Mentor Program for Conformation

Guidelines for BCCA Breed Education Program

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