

## **BCCA Herding Committee Responsibilities**

Purpose. The BCCA Herding Committee is responsible for administering the BCCA Herding program which includes maintenance of electronic herding title/award records and providing educational material for the membership.

### **Duties of the Committee Chair**

1. Information
  - a. Oversee provision of educational material for membership, including herding statistics
  - b. Post new titles and AKC qualifying runs in electronic database
  - c. Participate in Beardie herding lists (privately owned) as possible (none active in 2023)
  - d. Either post or provide to webmaster for posting, updated reports for BCCA yearly herding awards including herding ROM's.
  - e. Maintain electronic record of committee work
2. BCCA Board
  - a. Provide annual report on committee activity and herding statistics (instinct and tests/trials)
  - b. Serve as liaison for the herding chair of clubs (regional or national) hosting regional events or the BCCA National Specialty Trial
  - c. Review SR or other herding policy as needed
  - d. Represent the BCCA in herding matters with AKC and other venues
3. Keep record of expenses to forward periodically to Treasurer (see 6 and 7 below)
4. Be well versed in the applicable SR
5. Oversee review of member nominations for specialty herding judges 1 year hence
6. Yearly renewal of herding domain (<https://www.beardieherding.org>). Currently with google domains; summer 2023 purchased by Squarespace. Over the fall transition will happen to Squarespace with the account transferred to that Business. Yearly payment of the domain registration fee is billed to Elsa (paid by credit card with reimbursement from BCCA)
7. Yearly renewal of domain/website name hosting fee with Gary Galunas who leases a server. This is currently being paid jointly with BeaCon for Health and then the \$100 for hosting, IP address, and security certificate for herding is reimbursed from BCCA.
  - a. The database resides on a SQL server and the coding/programming was done in 2015-16 by Gary Galunas
  - b. Rarely needed. Consult with programmer Gary Galunas ([ggalunas@bernerpaw.com](mailto:ggalunas@bernerpaw.com)) if there were a glitch with data entry
8. Maintain files of queries used to extract data for yearly BCCA Awards and Annual Board Report.
9. Periodically change generic login to herding database for member use; post quarterly in Bagpipes herding news.

**Committee Yearly Work Plan**

Activities	Date to Be Accomplished	Person(s) Responsible
Attend to Correspondence	As needed	Chair
HIC test data entry into electronic herding database; distribute electronic BCCA HIC Certificates	As needed	Secretary, HIC
Inform Awards Chair of new ROMI and ROMH Certificates	Spring	Chair or Designee
Submit articles to the Bagpipes regarding herding activities	Approximately monthly	Chair or Designee
Submit quarterly article on herding related topic to Bulletin	Bulletin Deadline	Chair or Designee
Hold committee meetings electronically several times yearly	As needed by goals or new responsibilities	Chair
Maintain electronic AKC and AHBA titles database	Quarterly for AKC qualifying runs, monthly for AKC titles, quarterly for AHBA Titles	Chair and backup for proofing (tasks rotated)
Liaise with the Board for AKC herding events.	As needed/National Specialty	Chair
Prepare Annual Report to Board	Mid to late August	Chair

**Other**

- Keep HIC related forms and rules on website updated if ever necessary
- Revise HIC Power Point Presentation on website if necessary
- See Applicable Standing Rules most recent version for those relevant to general issues or herding specifically: 5.0, 8.0, 9.0, and 9.4. (There were major changes in 2022 for the BCCA National Specialty awards and trophies; also ROMH(X) awards)
- Bulletin – herding has 1 free page each quarter except 2 pages for the specialty issue
- Location of small trophies
  - BCCA Yearly Awards
    - Bishop (2023-2025), Elsa (otherwise contact: Linda (Sell) Alter: 1-678-977-5563)
    - Jack Award – personalized for each winner, Joanne Williamson
    - Boone (through 2039), Carol Sirriner/Brian Wistrom
    - Top Herding Dog, Herding Dog of the Year, ROMI(X), ROMH(X) – certificates
  - BCCA National Specialty Awards
    - Chip Award, indefinite. Contact: herding chair
    - Ann Adler Witte (through 2032 at least), Carol Sirriner/Brian Wistrom
    - Owd Bob Award (through 2046), Lynne Corn