

Tibetan Terrier Club of America
Administrative Procedure
OFFICE OF AKC DELEGATE

TTCA-AP-002
Revision 0
March 17, 2006

OFFICE OF AKC DELEGATE

Prepared By _____

Date _____

Approved By _____

Date _____

OFFICE OF AKC DELEGATE

1.0 Purpose

The purpose of this procedure is to describe the duties, policies and procedures for the office of AKC Delegate for the Tibetan Terrier Club of America (TTCA).

2.0 Duties

The duties of the AKC Delegate include, but are not limited to, the following:

- a) Attend quarterly AKC Delegate meetings.
- b) Report quarterly to Board and Membership.
- c) Attends the Annual Board Meetings.
- d) Reviews any and all matters brought before the Board.
- e) Reviews all committee annual reports
- f) Reviews all the finances of the Club, including the quarterly and annual Treasurer's report.
- g) Reviews an income and expense report for the National Specialty
- h) Reviews the annual budget.
- i) Reviews anything that is judged by the Treasurer as not within the budget or out of line.
- j) Participates in any business before the board, other than the Annual Board Meeting, via internet or conference calls.
- k) Anticipates controversial issues and asks for Board direction.

3.0 Policies

- 3.1 The AKC Delegate is the club's representative to the AKC and as such, the AKC Delegate is copied on all Board correspondence and may participate in any Board discussion. The AKC Delegate should attend all Board Meetings, but need not be a member of the Board
- 3.2 The elected AKC Delegate shall take office on March 1st and each retiring officer shall turn over to his successor in office all properties and records relating to that office within 30 days after taking office

4.0 Procedures

- 4.1 Newly Elected Delegate

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- 4.1.a The new Delegate will provide a phone number, address and email address to be used for TTCA business to other members of the Board and to the AKC.
- 4.1.b The new Delegate will review and become familiar with the TTCA Constitution and Procedures.
- 4.1.c The new Delegate should make arrangements to attend the next Annual Board meeting.

- 4.2 Annual Board meeting
 - 4.2.a The Delegate shall attend the Annual Board meeting.
 - 4.2.b The Delegate shall review all committee reports, proposed budgets, proposed agenda and any other information provided for the Annual Board prior to attending the meeting.
 - 4.2.c The Delegate shall review and discuss as necessary, any and all matters presented at the Annual Board meeting.

- 4.3 On going Board activities
 - 4.3.a The Delegate shall review and discuss as necessary, any and all matters presented to the Board throughout the year via mail, email or telephone.

- 4.4 AKC Meetings
 - 4.4.a The AKC Delegate should attend AKC Quarterly Delegate Meetings
 - 4.4.b The AKC Delegate should make best attempt to attend AKC quarterly meetings
 - 4.4.c The AKC Delegate should try to attend the Delegates Parent Club Committee meetings

- 4.5 Reports
 - 4.5.a The AKC Delegate shall report AKC activities and proposals to the TTCA board with dissemination to the membership via the TTCA Newsletter for directed votes.
 - 4.5.b The AKC Delegate shall submit an annual report to include all delegate financial transactions and to propose the next year's delegate budget .

- 4.6 On going AKC activities

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4.6.a The AKC Delegate shall review and discuss as necessary with the Board, any and all AKC matters that arise throughout the year via mail, email or telephone.

4.7 Funds

4.7.a The AKC Delegate's budget is as follows: A yearly \$500.00 reimbursement of submitted travel expenses not to exceed \$125.00 per attended meeting.

4.7.b The club will pay the new elected AKC delegate up to \$200 for overnight stay at AKC Delegate orientation meeting (not transportation costs).

5.0 Revisions

Revision 0;

Motions:

Section 4.7.b 4/21/93 Move that the club pay the new AKC delegate up to \$200 for overnight stay at orientation meeting (not transportation costs).