

Tibetan Terrier Club of America
Administrative Procedure
OFFICE OF VICE PRESIDENT

TTCA-AP-002
Revision 0
March 17, 2006

OFFICE OF VICE PRESIDENT

Prepared By _____

Date _____

Approved By _____

Date _____

OFFICE OF VICE PRESIDENT

1.0 Purpose

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

2.0 Duties

The duties of the Vice President include, but are not limited to, the following:

- a) Attends the Annual Board Meeting.
- b) Reviews for approval any and all matters brought before the Board.
- c) Reviews for approval all committee annual reports.
- d) Reviews for approval all the finances of the Club, including the quarterly and annual Treasurer's report.
- e) Reviews for approval an income and expense report for the National Specialty.
- f) Reviews for approval the Annual Budget.
- g) Reviews for approval anything that is judged by the Treasurer as not within the budget or out of line.
- h) Participates in any business before the Board, other than the Annual Board Meeting, via internet or conference calls.
- i) Function as a liaison between the committee chairs and the Board

3.0 Policies

- 3.1 The elected Vice Presidents shall take office on March 1st and the retiring Vice Presidents shall turn over to their respective successor in office all properties and records relating to that office within 30 days after taking office.
- 3.2 There shall be two Vice Presidents, called the 1st Vice President and the 2nd Vice President.
- 3.3 Committees from the first half of the alphabet should be assigned to the 1st Vice President and Committees from the second half of the alphabet should be assigned to the 2nd Vice President. Committee assignments are listed in Attachment 1.

4.0 Procedures

- 4.1 Newly Elected Vice President

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

- 4.2 Annual Board Meeting
 - 4.2.a The Vice Presidents shall review all committee reports, proposed budgets, proposed agenda and any other information provided for the Annual Board meeting prior to attending the meeting.
 - 4.2.b The Vice Presidents shall review and discuss as necessary, any and all matters presented at the Annual Board meeting, including participation in all votes.

- 4.3 On going Board activities
 - 4.3.a The Vice Presidents shall review and discuss as necessary all matters presented to the Board throughout the year via mail, email or telephone, including participation in all votes.
 - 4.3.b The 1st Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity. The 1st Vice President shall understand the responsibilities of the TTCA President and be able to perform these duties.
 - 4.3.c The 2nd Vice President shall, during the absence or inability of the President and the 1st Vice President, temporarily perform with the full authority of the President the duties of the President as set forth in the Constitution
 - 4.3.d The Vice Presidents shall act as a liaison between the Board and the Committee Chairpersons assigned to them as listed in Attachment 1.
 - 4.3.e Once Committee Chairs have accepted their positions, The Vice Presidents will contact each Chairperson assigned to them to offer direction, guidance and support.
 - 4.3.f The Vice Presidents will request a semi-annual update (due Nov. 1) from each of their assigned Chairpersons on committee activities and will subsequently follow up with their Chairpersons.

5.0 Revisions

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Motions:

Section 4.3.d 5/24/04 Revisions to the roles of Vice Presidents: Moved to amend the job description of the Vice Presidents. They will function as a liaison between the committee chairs and the board, and will offer direction, guidance, and support. Following written acceptance of their positions, committee chairs will receive written communication from one of the vice presidents. Committees from the first half of the list will be contacted by the 1st vice president, and committees from the second half of the committee list will be contacted by the 2nd vice president. The vice presidents will request a semi-annual update of the committee's activities, due on or before Nov 1st, and they will subsequently follow up with the committee chairs.

6/6/90 Move that Quarterly reports be made by all Committees. Committees from the first half of the alphabet should submit reports to the 1st V. Pres. and Committees from the second half should submit their reports to the 2nd V Pres.

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Attachment 1
 Vice President Committee Assignment List

	Committee	1st Vice President	2nd Vice President
1	AKC Gazette	X	
2	AKC Invitational	X	
3	Audit	X	
4	Awards & Statistics	X	
5	Breeder Education	X	
6	Breeder Referral	X	
7	Breeder Showcase	X	
8	Club pin	X	
9	Club Sales	X	
10	Constitutional Review	X	
11	Electronic Media	X	
12	Health	X	
13	Historian/Archivist		X
14	International Coordinator		X
15	Journal		X
16	Judges Education		X
17	Membership		X
18	National Show		X
19	Newsletter		X
20	Nominating		X
21	Performance		X
22	Procedural Manual		X
23	Publications		X
24	Rescue		X
25	TTCA Invitational		X