

Basenji Club of America

Standing Committees Definitions and Purposes

African Stock Project	<p>Purpose: To maintain data and information on original imports, both from the 1930s and later, and their offspring.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. The African Stock Project tracks basenji imports and their progeny. The scope of this research includes all the available information on African foundation stock from the earliest successful imports of Basenjis in the 1930's. 2. The Committee maintains and revises the web pages within the BCOA website [www.basenji.org/african/] to keep the fancy abreast of news about African imports and their progeny
AKC Delegate [2013-44]	<p>Purpose: The Delegate shall represent the Basenji breed and the Club, serving as the Club's primary contact with the AKC.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • The Delegate is expected to attend Delegate Meetings of the American Kennel Club and report to the Board following each meeting. • The Delegate will communicate with the Board in regard to upcoming matters prior to each Delegate meeting. The Board may convey to the Delegate a club position on items in the meeting agenda. • The Delegate will vote on items that would directly affect the breed and the Club.
AKC Gazette Columnist [2013-44]	<p>Purpose: Write four columns a year for the AKC Gazette</p> <p>Responsibilities: Include topics of interest to the fancy in general as well as specific interest to judges and devotees of the breed.</p>
AKC Legislative Liaison [2013-44]	<p>Purpose: Follows local and state level dog policy issues and provide communication to the membership.</p> <p>Responsibilities: Communicate with AKC Government Relations Department, post/share legislative alerts on current state and/or national laws affecting dog owners/breeders.</p>
Archive Action	<p style="color: red;">UNDER REVIEW 9-1-2013</p> <p>Purpose: <i>Set up to gather and preserve information and documents pertaining to the history and development of the basenji and the BCOA and making the information available to the membership.</i></p> <p>Responsibilities:</p>
BCOA Medallions Committee [2013-20 and 2013-21]	<p>PURPOSE: To maintain an inventory of BCOA Medallions for national specialties and supported entries. (See Support document: BCOA Medallions for Supported Entries [2013-21])</p> <p>RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. The BCOA Medallion Chair will store and distribute, as needed, BCOA medallions for each year's national specialty and for all BCOA Supported entries at all-breed shows. 2. Each year the BCOA Medallions Chair will send medallions for the national specialty to the National Specialty Trophy Chair. The National Specialty Trophy Chair will provide the number of medallions needed. [National Specialty Procedures, Appendix B is the master list] The number of medallions distributed to the NS Trophy Chair is dependent upon the optional events offered in any given year.

	<ol style="list-style-type: none"> 3. If BCOA Medallions are going to be displayed in a special manner, at least two months in advance of the specialty the National Specialty Trophy Chair will contact the BCOA Medallion Chair with shipping instructions for sending the medallions to the person(s) making the displays. 4. SUPPORTED ENTRIES: The BCOA Medallions Chair will send medallions for all supported entry shows when notified by the Event Coordinator/Liaison that these shows have been approved. 5. The BCOA Medallions Chair is responsible for all inventory. After the national specialty is over, the National Specialty Chair will return all unused medallions to the BCOA Medallions Chair.
Breed Standard [2013-44]	<p>Purpose: To oversee all changes or revisions to the Breed Standard, and any information which deals with the Breed Standard.</p> <p>Responsibilities: To oversee changes and/or revisions to the Standard; to prepare the Breed Flyer which is sent with each registration certificate; to provide the Breed description in the AKC "Complete Dog Book;" and to ensure materials provided for Judge, Breeder, and general public education are consistent with the Standard</p>
Breeder Referral [2013-44]	<p>Purpose: To identify BCOA members in good standing who are actively breeding and may have basenjis for sale. The BCOA Board shall appoint one member to serve as Breeder Referral nationally for telephone inquiries.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. To develop a logical system that reflects BCOA breeders in the area of inquiry without prejudice or ranking. (Via ZIP code, Area Code or other system of Referer's choice.) 2. To answer questions to the best of one's ability and knowledge. Frequently, referring to basenji.org is the best practice for maintaining absolute neutrality with regard to many questions concerning the breed, BCOA, what constitutes a reputable breeder, etc.
Breeders Education	<p>Purpose: To provide printed information (i.e. the new AKC Basenji Breed pamphlet and other Club literature) and coordinate Breeder Forums (i.e. Breeder discussion seminars) when groups request such as at National and Regional Specialties.</p> <p>Responsibilities: To provide material describing and depicting the Breed and the Standard for the education of basenji breeders and facilitate Breed Forum/Seminars when requested.</p>
By-Laws & Corporate Documents (Ballot 2012-05)	<p>Purpose: Review and oversee changes to the Club's By-Laws and other corporate documents, including but not limited to Standing Committee Definitions and Purposes, the Policy Manual, and National Specialty Oversight Procedures.</p> <p>Responsibilities: Revise the Club's By-Laws, as requested by the Board and approved by the membership, to make changes that are required for clarification and/or compliance with the Board's or AKC's requests. Maintain and update all BCOA corporate documents to reflect Board ballots, ensure symmetry, and prevent redundancy. Supply current versions of Club</p>

	documents for BCOA's website. Propose corporate document revisions to the Board as necessary to further the purposes stated above.
Committee Liaison [2013-44]	Purpose and Responsibility: Collect and provide to the Board the names of all committee members each year and when a new committee is formed
Editorial Advisory (Ballot 2012-28)	<p>Purpose: Questions or concerns about submitted material can be varied and may include text and/or images, article content or advertising, and may be either in whole or in part. When an editor deems a decision to either severely edit or refuse to print a submission that does not comply with Publication Policy, the Advisory Committee may be consulted.</p> <p>Duties To act as a consulting body to the Club Publication Editors when editors have a concern about any material, submitted for publication, that questions compliance with the Club Publication Policy. The Club Publication Policy states:</p> <p>"Articles, letters, or advertisements attacking or slandering individuals or organizations can easily be misconstrued as official Club policy and are therefore not appropriate for printing. The Editor, under the jurisdiction of the Club Officers & Board of Directors, reserves the right to reasonably edit and/or refuse to print any material submitted."</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1 To advise & respond to any concern a Club Editor poses to the Advisory. 2- To render advise in a timely fashion so that publication deadlines are maintained & perform due diligence in rendering input for any Advisory consultation. <p>Budget: This committee does not require a budget.</p>
Events Coordinator/Liaison (Revised 2013-44)	<p>Purpose: To maintain current information on all affiliate clubs as to each club's liaison officer to BCOA, current officers, and pertinent club information; to determine the date of each affiliate club's specialty (if one is held), and to see that there is no conflict between any affiliate's specialty and the National Specialty, nor any conflict between affiliate specialties held in any one region; to grant permission for supported entries on a first-come basis to the number allowed per region; to provide BCOA medallions for supported entries.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Collection of annual dues and club information (liaison to BCOA, current officers, date of affiliate's next specialty and any other pertinent club information the affiliate furnishes) 2. Remittance of affiliate dues to BCOA Treasurer 3. Maintenance of list of all affiliate liaisons to assure that all liaisons are BCOA members. 4. Responsible for authorization of supported entries and the number for each region, to comply with BCOA rules for supported entries 5. Request a supply of medallions from BCOA Medallions Chair for all supported entry shows approved each year. Unused medallions are returned to the BCOA Medallions Chair 6. Maintain list of all supported entries and their dates

	<p>7. Maintain list of all affiliate club specialties and their dates</p> <p>8. Provide list of affiliate specialty dates to National Specialty Oversight Committee</p>
<p>Health & Research</p>	<p>Purpose: The BCOA Health and Research Committee supports the club and membership in their efforts to encourage Basenji health research and its applications to improve Basenji health.</p> <p>Responsibilities: BCOA Health and Research Committee members should have an interest in Basenji health and health research. A science or research background is not required, although it can be very helpful. Members come from a variety of backgrounds, bringing a variety of strengths to the group. Members are expected to participate on the yahoo group, which is the committee's main method of communication, and to be actively involved in the committee.</p> <p>Committee activities will be regularly reported to the membership via reports in BCOA publications and on the website. All BCOA members are encouraged to share their ideas and questions about canine health and research with any member of the committee. Committee members often help with functions such as DNA blood draws, eye clinics, educational speakers, and other functions at regional and national specialties.</p>
<p>Judges' Education</p>	<p>Purpose: To provide information on the Breed for Judges and Judges' seminars</p> <p>Responsibilities: To provide material describing and depicting the Breed and the Standard for the education of both existing judges and those aspiring to become judges of the Breed. Shall work with the Breed Standard Committee in this regard.</p>
<p>Junior Showmanship Liaison (Ballot 2012-59)</p>	<p>Purpose: To provide multiple resources to prospective and current junior showmanship participants and their families (exhibiting a basenji).</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Mail a welcome/information packet (cover letter, information on BCOA, website, basenji resources, and junior showmanship services) to perspective, new and current juniors exhibiting a basenji. Encourage BCOA membership. Follow up as needed. 2. Provide prospective and current basenji junior showmanship families with a BCOA Junior Showmanship Dog Referral List. This list includes at least one BCOA Executive Officer and one member from the Board of Directors and several breeders/exhibitors with successful experience with juniors (their own children and/or others) in placing dogs and providing mentoring, support and guidance to basenji juniors during their junior showmanship years. This list includes conformation, lure coursing and companion events. 3. Prepare a quarterly report to the BCOA Officers and Board of Directors on news regarding basenji juniors. (Attached to quarterly reports from juniors). The report will include a summary of activities (and a contact list) of individuals who have contacted the Junior Liaison Chair regarding junior showmanship, basenjies, and/or membership. 4. Juniors plan, organize and run a morning bait (liver/chicken) and breakfast treats table (for exhibitors) at nationals for the first day or more. Proceeds to go into a juniors fund in BCOA. 5. Juniors report (via Junior Showmanship Liaison) to BCOA Officers and Board of Directors activities quarterly keeping BCOA

	<p>leadership aware of continued involvement in the sport (conformation and companion events).</p> <p>6. Juniors produce a BCOA on-line junior's newsletter featuring the juniors and topics (of their interest) related to basenjis and junior showmanship.</p>
<p>Legal Review & Liaison (Ballot 2012-21)</p>	<p>Purpose: The Legal Review and Liaison Committee is to provide the BCOA Board and Officers with assistance in communicating with its outside counsel, AKC and other entities regarding corporate governance and legal issues, and to assist the Board with corporate governance matters such as by-laws interpretation, ballot drafting, and parliamentary procedure.</p> <p>The Committee also, at the request of any of the Club's publication editors, will review submitted articles, photographs, and other materials to assist in determining whether the materials are appropriate for publication.</p> <p>This Committee should consist of individuals with legal backgrounds (attorney or paralegal) or practical corporate governance/not-for-profit board, or parliamentary experience. A law degree and/or active State attorney license is not required in order to serve. Professional malpractice insurance is not required. The Committee will not provide legal advice or legal services to the Club, Board or Officers. The primary focus of the Committee is to assist the Board in remaining compliant with applicable State laws, the Club's by-laws, and AKC requirements, and to assist the Board in communicating with other professionals regarding legal and corporate governance matters. If one or more duly licensed attorneys serve on the Committee, those individuals may choose to provide legal advice or legal services to the Club on a <u>pro bono-only basis</u>, but any such legal services or advice shall be considered separate and apart from the purpose and function of this Committee.</p>
<p>Lure Coursing</p>	<p>UNDER REVIEW 9-1-2013</p> <p>Purpose: <i>To provide direction to host clubs/groups for the Lure Field Trial held during the National Specialty and for other AKC or ASFA field trials held by BCOA throughout the year</i></p> <p>Responsibilities:</p>
<p>National Specialty Oversight</p>	<p>Purpose: To provide direction for organizing a successful BCOA National Specialty.</p> <p>Responsibilities: The Committee shall be directly involved with the organization of the national specialty including, but not limited to:</p> <ol style="list-style-type: none"> 1. Managing of the financial aspects of the specialty and developing a standardized accounting method. 2. Securing a licensed Superintendent/Show Secretary 3. Completing and submitting all event applications. 4. Assisting a Host Group in the organization of the national specialty. <ol style="list-style-type: none"> a. Preparation of the show premium lists. b. Compilation of the mailing list. c. Working in other administrative capacities 5. Providing written procedures for all events to host groups. 6. Preparing a contingency list of AKC judges should the need arise to replace a judge unable to fulfill his/her assignment(s) or if an additional judge is needed in any of the AKC events. The Contingency List shall include the names from the original ballot of the second and third place judges in Conformation and

	<p>Sweepstakes. (Section III, I, (1) & (2))</p> <ol style="list-style-type: none"> 7. Reviewing the final draft of the premium list before it is sent to the Superintendent. 8. Evaluates specialty site proposals and makes recommendations to the BCOA Board.
<p>Performance Events</p>	<p>Purpose: To define and administer the BCOA Versatility Program</p> <p>Responsibilities: Define the criteria for the Versatile Basenji Awards, keeping current with changes in the various performance events' titling venues. Review Versatile Basenji Award applications, and prepare and ship award certificates and BCOA medallions to qualifying recipients. Maintain the http://www.basenji.org/versatility/index.htm website pages.</p>
<p>Public Education Committee (Ballot 2012-37)</p>	<p>The best place to learn about basenjjs is from responsible breeders and breed enthusiasts who promote responsible dog ownership, encourage participation in dog related activities and educate the public about Basenji breed characteristics.</p> <p>PURPOSE:</p> <ol style="list-style-type: none"> 1. Offer educational information to the public to encourage responsible Basenji ownership and purchase through ethical breeders. 2. Educate the public about the responsibilities of owning the breed and the benefits of owning a purebred Basenji. 3. Promote BCOA sponsored resources and encourage participation in AKC events, programs, and breed registration. <p>RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. Educate prospective owners on Basenji breed-specific health and behavioral characteristics. Guide and assist potential puppy buyers towards finding responsible breeders. 2. Prepare standardized communication materials and make them available to affiliate regional clubs, members, and the public. 3. Develop and maintain a supply of breed-specific educational materials such as basic booth displays, handouts, pamphlets, postcards, informational flyers ("Congratulations on your new Basenji!"), etc. 4. Produce and update an FAQ (Frequently Asked Questions) about the breed, ownership of Basenjjs (including things you need to know before you get your Basenji), and AKC activities to do with your Basenjjs. 5. Update and maintain the LEARN site at www.basenji.org/learn 6. Publicize BCOA contact information where appropriate. 7. Place educational information wherever possible, but particularly among existing puppy mill and backyard breeder advertisements in available forums: newspapers, Internet, specific publications, etc. Target regions where backyard breeders and commercial puppy mills market Basenjjs. 8. Improve the search engine results for the BCOA Public Education and Outreach page so that it is the primary link when searching for Basenji puppies, Basenjjs for Sale, Basenji Stud Service, Basenji Rescue, Basenji Breeders, etc. 9. Respond to email inquiries about the breed by providing standard information and contact details as appropriate. 10. Coordinate public education programs for BCOA including the Eukanuba Classic, AKC Meet the Breeds, school programs, and others. 11. Collaborate and communicate with regional affiliate clubs to

	<p>ensure a consistent and current message. Enlist affiliate clubs to help educate and inform the public.</p> <ol style="list-style-type: none"> 12. Encourage BCOA members and affiliate clubs to participate in public education activities. 13. Utilize emails, breed publications, the BCOA website, chat lists, Facebook, and other forms of social media to disseminate educational information about Basenjis and BCOA. 14. Make educational and planned activities information available. 15. Subscribe to AKC Public Education Corner newsletter and share information with the public. 16. Inform the public that the BCOA has two forms of breeder referrals on its website at www.basenji.org. BCOA lists an on-line breeder directory. 17. Refer potential buyers to the BCOA website, www.basenji.org/learn to learn more about the Basenji breed. Identify areas of the United States experiencing rescue problems, concentrating efforts to educate the public about responsible breeders in these areas. 18. Encourage BCOA members who have their own websites to link to the BCOA's educational website: www.basenji.org/learn. 19. Continuously assess the effectiveness of placed advertisements and utilize other publications or modalities as needed to educate the public about the importance of purchasing a Basenji from a responsible breeder. 20. Communicate Basenji breed characteristics and health information in a succinct, standardized, and consistent message. 21. Inform the public about BCOA as a resource dedicated to Basenji owners, fanciers, and anyone interested in learning about our breed. 22. Provide clear and up-to-date information about identifying and locating a responsible/reputable breeder (breeder referral). 23. Promote the BCOA philosophy and membership. 24. Serve as liaison between the AKC, BCOA, and the community.
<p>Rescue Liaison (2010-14)</p>	<p>Purpose: The liaison assists affiliated Clubs and BCOA members engaged in private rescue efforts by providing limited financial assistance pursuant to the terms and conditions stated in official Rescue Program Policy.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Respond to all telephone calls relating to rescue matters. 2. Respond to all emails relating to rescue matters. 3. Maintain BCOA Rescue Committee Email contact list 4. Receive applications for financial assistance, check all references, and assign BCOA Rescue ID numbers to all new applicants. 5. Forward requests and disposition of requests to the BCOA Treasurer. 6. Receive and copy all of the BCOA Rescue Fund Claims and receipts. 7. Check on the status of all claims submitted, as needed. 8. Review all financial applications. 9. Direct all parties to BCOA Affiliated Clubs, or to individual BCOA members in their area for both adoptions and surrenders. 10. Organize rescue-related fundraising (raffles, etc.) 11. Present Rescue Committee Report at the BCOA National Meeting. 12. Mentor and assist BCOA Affiliated Clubs and individual BCOA

	members with respect to rescue-related matters.
Social Media (Ballot 2012-97)	<p>Purpose: Coordinate BCOA's use of social media on Facebook and YouTube to a) connect the public with BCOA and support the efforts of the Public Education and Health & Research committees and b) reinforce BCOA communications to its membership via social media.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Coordinate with the Public Education and Health & Research committees to identify and provide meaningful content to the public (particularly current and potential basenji owners) which supports their education and outreach-focused committee goals 2. Coordinate with BCOA webmaster, committee chairs, publication editors, national specialty host groups, and affiliate clubs to communicate content of interest to the public and BCOA membership participating in social media 3. Reinforce BCOA's communication to its membership from BCOA committees, publication editors, national specialty host groups, board of directors and officers on social media. 4. Serve as the "Page Owner" of the BCOA page on Facebook through sharing of appropriate and relevant content, interacting with the page participants, and moderating social content when necessary to remain consistent with the stated "Page Rules". 5. Serve as the "Page Owner" for the BCOA YouTube channel through sharing of appropriate and relevant content, interacting with the participants, and moderating social content when necessary. 6. Serve as a resource or consultant for social media activities for BCOA national specialty host groups as needed.
Sunshine Committee [2013-44]	<p>Purpose: Notification to members of birth, marriage or death pertaining to a member or their immediate family. (parents, children, siblings)</p> <p>Responsibilities: Mail a card for birth, marriage or death to the member or their next of kin in cases of member loss. Electronically sign Guest Book when available.</p>
Talliers [2013-44]	<p>Judge Selection Tallier-</p> <p>Purpose: Counts ballots for Nat Spec Judge selection (conformation & Sweepstakes)</p> <p>Responsibilities: Accepts the ballots as prescribed by the deadline set by National Specialty Procedures, tallies the vote, reports the vote, retains the ballots and envelopes available for inspection for one year after the election.</p> <p>Membership Ballot Tallier-</p> <p>Purpose: Counts membership ballots.</p> <p>Responsibilities: Accepts membership ballots as prescribed by the deadline set by the BCOA Bylaws or the BCOA Board of Directors; tallies the votes; reports the vote and retains the ballots and envelopes available for inspection for one year after the election.</p>
Videography Committee [2013-44]	<p>Purpose: the Committee ensures that the National Specialty is videographed each year for the Club archives.</p> <p>Responsibilities: Locate and contract with videographer for the annual BCOA National Specialty to be recorded on video, Send two (2) copies of each National Specialty to Oklahoma State University (OSU) for BCOA Archives, offer for sale additional copies of National Specialty video to members and the general public to offset costs of project and market and sell the video.</p>

Web Site Security

UNDER REVIEW 9-1-2013

Purpose: To ensure the safety and security of the Club website and to stay abreast of Internet security issues.

Responsibilities: Regular third-party archiving of all on-line club files; maintain a complete library of all previously published files, monitor the Club's domain status and the policies that govern that domain or domains; ensure minimal website down-time in the event the website is compromised; review use of the web site or sites and any use of third party social networking applications used by the club for compliance with applicable laws and BCOA policies and compile an annual inventory of tools and technologies currently in use on the web site and third party sites, for planning and backup purposes.

COMMITTEES UNDER REVIEW:

Archive Committee

Lure Coursing Committee

Website Security

MISSING COMMITTEES:

Fund Raising Committee

Native Stock Studbook Committee

Obedience/Rally Committee

Stud Dog/Brood Bitch Honor Roll - Conformation CH

Stud Dog/Brood Bitch Honor Roll - Performance CH

Date Originated	Revision	Comments/Ballot #	Author
Oct. 2010	New	Originating document	WKPooley
01-15-2012	A	2012-05-Add By-laws & Docs Committee	By-laws & Docs Com.
01-25-2012	B	2012-21 Add Legal Review descp.	By-laws & Docs Com.
02-18-2012	C	2012-28 - Editorial Advisory Com	By-laws & Docs Com.
03-30-2012	D	2012-37 Merge PubEd & Outreach	By-laws & Docs Com.
06-28-2012	E	2012-51, 2012-59 - Jr. Showmanship Com	By-laws & Docs Com.
07-14-2012	F	2012-78 - added committees & revisions	By-laws & Docs Com.
09-29-2012	G	2012-97 - New Social Media Com	By-laws & Docs Com.
04-25-2013	H	2013-20-added BCOA Medallions Committee	By-laws & Docs Com.
09-12-2013	I	2013-44 Added Committee descriptions	By-laws & Docs Com.