

WEIMARANER ASSOCIATION OF CANADA

POLICY AND PROCEDURE MANUAL

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Administration

1. Board Authority and Responsibility

Board Members do not have the authority to take action, make decisions or express any opinion on behalf of the Board without having the approval of a majority of the Board, and know that the opinion they are expressing is that of a majority of the Board.

It is the responsibility of members of the Board to present the concerns and opinions of the constituents in their area. These concerns and opinions, as well as their own, should be made known, using the WAC Directors email group. At all times the best interests of the WAC must prevail, and not the interests of any one group or party, when it comes to making decisions.

Once a poll has been taken and a majority of Board members support a decision, all Board members will respect and accept that decision.

Confidentiality must be maintained and sensitive matters shall not be discussed with anyone other than members of the Board.

Board members should be cautious not to voice opinions which may be construed as being the opinion of the Board, unless that opinion has been approved by the Board.

Comments and statements in writing should not be made on behalf of the Board, unless these matters/statements have been discussed and approved by the Board.

It is the responsibility of all Board members to actively participate in all decision making and discussion. Board members who fail to participate in a minimum of 60% of the official business, in any calendar year, as is dealt with on the WAC Directors email group/board meetings, will be considered to have vacated their position. A poll will be taken to declare that position vacant.

Date Approved: January 2008

Date Revised: January 2022

2. Board Meetings and Official Business

Meetings of the Board shall take place in accordance with the following online meeting procedure.

2.1 Regularly Scheduled meetings

- a) The meeting Chair will call for agenda items via email on the WAC Directors group list at least 2 weeks prior to the meeting date.
- b) The Secretary will compile a draft agenda including Regular Business (reports from Regional Directors, Coordinators, Secretary and Treasurer), Unfinished Business and any new agenda items emailed to the WAC Directors group list. This draft Agenda will be emailed for review to the WAC Directors group list with a meeting reminder, 1 week prior to the meeting commencement date.
- c) A reply must be sent by all members of the Board to the WAC Directors group list confirming participation at this scheduled meeting. The participants will review the agenda and recommend any changes. If a quorum cannot be held, then an alternate date will be set by the meeting Chair. *(A quorum for a Board Meeting shall consist of at least four members of the Executive, two whom must be elected officers and two Directors)*

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- d) The Secretary will complete a final agenda based on feedback and email this document to the WAC Directors group list approximately 48 hours prior to the meeting date.
- e) A number of agenda items will be posted (numbered) for discussion by the meeting chair at the beginning of the meeting.
- f) During the meeting, one of the following 3 things will occur.
 - i. A Member will formulate a Motion, which will be voted on.
 - ii. The discussion may be tabled for a future meeting/discussion.
 - iii. The agenda item may be closed with no further action.
- g) All motions will be carried when a majority of persons polled are in agreement. A quorum must be maintained for all votes.
- h) The meeting Chair will put forth a motion to adjourn the meeting.
- i) The minutes will be drawn from the meeting records and duly recorded by the Secretary for inclusion in the next issue of the Newsletter.

2.2. Ad Hoc Business

Often there are decisions and discussions that must be dealt with and it is not feasible to wait until a meeting can be called. In these instances the following will be the procedure.

- a) The concern that needs to be addressed will be emailed to the entire Board via the WAC Directors group list by the Board Member to whose attention it has been brought.
- b) A discussion will occur as required.
- c) A Motion will be put forward from this discussion, which will then be voted on with a realistic deadline. The motion will be carried when a majority of the Board is in agreement.

These motions will be recorded by the Secretary and published in the minutes for the next meeting and inclusion in the first newsletter immediately following the next meeting.

2.1 Polling

All members of the Board will have the capability to request a Poll in the WAC Directors group list. All Polls must include:

- a) An item number (date starting with year, then month) eg. 2008-03-31
- b) A short and relevant subject line
- c) A clear and concise overview of the subject
- d) Relevant options for the Board to make their decision on
- e) One of these options must be an abstain option. This option will be used by the President (not a voting position except in the case of a tie) and any Board members who may not feel qualified to vote on the other options. This option will ensure documentation of participation from all Board members.
- f) Voting will NOT be anonymous; this option must NOT be chosen when setting up a poll.

Date Approved: March 2005

Date Revised: January 2008

Date Revised: January 2022

3. Event Revenue

The WAC is committed to fulfilling the OBJECTS as outlined in the Constitution. The WAC sponsors numerous events.

These events may include but are not limited to:

- Specialty Shows and Trials

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- Field/Water dog Events
- Performance Events
- Educational Events
- Fundraising Events

As the WAC sponsors these events, all revenues shall be turned into the Club Treasurer with an accounting of all income and expenses.

Date Approved: October 2003

Date Revised: January 2022

4. Monetary Assistance for Members

To support the membership in their various endeavors and to promote the Weimaraner, the WAC will provide monetary assistance to those members who are eligible to compete on a national stage. This assistance will be a donation of \$100.00 to help with travel expense when a member elects to compete.

The following events are eligible:

- The AAC National Agility Trial. Dogs run in a series of qualifying events and must receive sufficient points to be eligible for the national trial. Until the CKC begins holding a national agility event, the AAC trial will be the one the WAC supports.
- Other National type events subject to Board Review

All applications should be forwarded via the Regional Director to the Board of Directors, prior to the event, for approval. Once approved, payment will be made immediately after the member has participated in the event. In the event that more than one member is qualified to compete in an event, the member with the dog which has earned the highest number of points in that discipline will be supported.

Date Approved: April 2003

Date Revised: March 2007

Date Revised: January 2022

5. Stud Book Purchasing

To have a better understanding of the number of Weimaraners being bred and registered in Canada, the WAC will annually purchase the CKC Stud Books.

These Books will be made available electronically to the membership if requested.

Date Approved: May 2005

Date Revised: January 2022

6. Specialty Event Subsidy

The WAC realizes the importance on hosting conformation Specialty show events annually. To support the annual National and Regional specialty events, the WAC will provide support in the following amounts.

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6.1. National Specialty Event (National will alternate sites annually between the Eastern Zone (Ontario and East) and Western Zone (Manitoba and West)).

- \$350.00
- The value of the current membership year's Trophy donations
- Standardized ribbons from the show secretary
- All other required monies must be fundraised or donations sought to support the event
- An accounting of income and expenses will be provided to the Treasurer within 30 days of the completion of the event. Failure to comply will disqualify future applications from host group.
- Any proceeds will be turned into the Treasurer within 30 days of the completion of the event.
- The event hosts are responsible for submitting the event results to the Newsletter editor within 30 days of the completion of the event, for publication in the next Official Newsletter.

6.2. Designated Regional Specialty Event (territory opposite to National host)

- \$200.00
- Standardized ribbons from the show secretary
- All other required monies must be fundraised or donations sought to support the event
- An accounting of income and expenses will be provided to the Treasurer within 30 days of the completion of the event. Failure to comply will disqualify future applications from host group.
- Any proceeds will be turned into the Treasurer within 30 days of the completion of the event.
- The event hosts are responsible for submitting the event results to the Newsletter editor within 30 days of the completion of the event, for publication in the next Official Newsletter.

6.3. Other Regional Specialty Event

At the discretion of the Board, other Regional Specialty events may be approved. An example would be a Regional Specialty the day prior to the National at the same venue. If this approval is granted, the following will apply:

- Standardized ribbons from the show secretary
- All other required monies must be fundraised or donations sought to support the event
- An accounting of income and expense will be provided to the Treasurer within 30 days of the completion of the event. Failure to comply will disqualify future applications from host group.
- Any proceeds will be turned into the Treasurer within 30 days of the completion of the event.
- The event hosts are responsible for submitting the event results to the Newsletter editor within 30 days of the completion of the event, for publication in the next Official Newsletter.

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Date Revised: February 2014

Date Revised: January 2022

Rescue

The Weimaraner Association of Canada (WAC) Rescue program is a network of volunteers who are responsible for overseeing the WAC's decision to assist with re-homing of purebred Weimaraners who do not have a responsible breeder to fall back on in the event that the Weimaraner needs a new home.

WAC Rescue has two main objectives:

- Assisting with the re-homing of Weimaraners in need in Canada,
- Supplying education to owners in need and the public.

1. Rescue Reporting

In order to provide oversight and make informative decisions, the Board requires regular reporting on the activity of the Rescue Program. This requires a flow of information in a timely manner.

To provide this information, the Regional Rescue Coordinator's will submit a report to the National Rescue Coordinator on a semi-annually basis (June, Dec). The reports must detail:

- Number of dogs taken into WAC Rescue since the last report
- Number of dogs re-homed since the last report
- Number of dogs currently in foster since the last report
- Total amount of expenditures
- Total amount of proceeds

Date Approved: March 2008

Date Revised: January 2022

2. Finance

2.1. Authority Levels

The WAC recognizes that there are essential and routine expenses which come with dogs entering our Rescue program. Dogs can come into the program with no health records and veterinary care that has lapsed. The Regional Rescue Coordinators may authorize up to \$500 for these essential or routine services. These services include:

- Core vaccinations: Rabies, Parvo Virus and Distemper. Leptospirosis and Lyme are not core vaccines.
- Routine spay and neuter
- 4Dx testing and preventative
- Physical Examination

Any expenditure that is not essential/routine and is over the pre-authorized \$500 must be approved by the National Rescue Coordinator. The National Rescue Coordinator will submit all such requests to the Board for their approval.

Date Approved: March 2008

Date Revised: January 2022

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2.2. Transportation Reimbursement

The WAC recognizes that there is a cost to our volunteers when they are transporting Weimaraners a considerable distance (greater than 100 Km).

The WAC will reimburse volunteers for the cost of their fuel when transporting a rescue approved by the National Rescue Coordinator. Request for reimbursement must be made through the National Rescue Coordinator. Reimbursement will only be authorized when documentation is submitted with the following information:

- Name of volunteer
- Name of rescue dog
- Where was travel required
- The distance of travel
- Cost of fuel

Date Approved: March 2008

Date Revised: January 2022

2.3. Adoption and Surrender Fees (Donations)

The cost of providing a Rescue program can be overwhelming to a small club. For that reason, the WAC will charge an adoption fee and a surrender fee whenever feasible. These fees, formally called “donations”, will be requested at the following amounts:

- Dogs under 6 months-\$500.00 with \$200.00 refunded upon proof of spay/neuter
- Dogs 6 months to 6 years-\$300.00
- Dogs older than 6 years-\$150.00
- Dogs with special needs may have fees waived at the discretion of the Board
- Owner surrendered dogs will be charged a \$100.00 fee

Date Approved: March 2008

Date Revised: February 2013

Date Revised: January 2022

3. Program Enrollment

All inquiries for surrender will be responded to within 72 hours.

The following information is required prior to enrolling a dog in the program

- a) Where did the originate from
- b) Was the Breeder contacted prior to Rescue
- c) Why is the dog being surrendered
- d) What have they done to re-home the dog themselves
- e) Is there a bite history-obtain details-see Board approval
- f) Is there a medical history-obtain details-see Board approval
- g) Are there behavioral issues-obtain details-see Board approval
- h) How long can they keep the dog
- i) Will they place the dog directly through WAC referral process
- j) The Enrollment/Relinquishment application must be filled out-WACR4
- k) Obtain the “Surrender Donation”

Date Approved: March 2008

Date Revised: January 2022

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4. Adoption

All adoption inquiries are sent to the Regional Coordinators for that area. A reply to the inquiry must be sent within 72 hours.

The following are the steps to complete an adoption:

- a) Adopters must complete the Adoption Application-WACR1
- b) Review of the Application
- c) Follow-up with the potential Adopter for any items requiring clarification
- d) Coordinate a home visit with the Adopter
- e) Complete the Adopters Home Visit paperwork-WACR6
- f) Determine if the Adopter is a suitable placement
- g) Share applicant information with other Regional Coordinators as required
- h) When placement is complete, obtain a signed Adoption agreement-WACR9
- i) Obtain the "Adoption Donation"
- j) Provide sponsorship to the adoptive family for 1 year free membership to WAC
- k) Send all paperwork and money received/expensed to the National Rescue Coordinator
- l) Seek updates from the adoptive family

Date Approved: March 2008

Date Revised: January 2022

5. Fostering and Volunteers

Foster families are required to complete the Volunteer to Foster application-WACR8. Foster families will be screened by the same process as the Adoptive families c) through g) above.

A current list of volunteers should be maintained by Regional Coordinators for their respective areas. Volunteers are to complete Volunteer Form-WACR11

Date Approved: March 2008

Date Revised: N/A

6. Breeder List Eligibility-Rescue

The WAC is committed to the rescue of Weimaraners in need. It is the responsibility of all members who are breeders to take responsibility of all Weimaraners that they have produced.

In the event a breeder refuses responsibility for a dog of their breeding, or refuses to assist Rescue with a placement of a dog of their breeding, they will be ineligible for inclusion on the WAC Breeders' List for the duration of their membership.

Date Approved: June 2004

Date Revised: N/A

Job Descriptions

1. President

This position is an elected position and sits on the Board of Directors. This position represents the interests of the membership and the Clubs mandate. The President may vote on amendments to the constitution, on the expulsion of a member, and on the election of officers. On all other matters, the President shall vote only in case of a tie when that would be the deciding vote. This position holds signing authority for the Club Finances.

Duties

- Please refer to the Board Authority and Responsibility found in this document.
- Chair of regular Board meetings
- Chair of General meetings
- Assign duties of vacant positions as required to specific Board Members
- Other duties as appropriate

2. Vice President

This position is an elected position and sits on the Board of Directors. This position represents the interests of the membership and the Clubs mandate. In the absence of the President, the Vice President will perform those duties. In the absence of certain Coordinator positions, the responsibilities of those positions may be assigned to the Vice President by the President until the position is filled.

Duties

- Please refer to the Board Authority and Responsibility found in this document.
- Other duties as appropriate

3. Secretary

This position is an elected position and sits on the Board of Directors. This position represents the interests of the membership and the Clubs mandate. In the absence of a Secretary, the responsibilities of this position will be assigned to a Regional Director, Vice President or Past President by the President until the position is filled.

Duties

- Please refer to the Board Authority and Responsibility found in this document.
- Receive, respond to and distribute Club correspondence
- Provide accurate agendas and minutes of official business to the Board for approval and publication in the Newsletter
- Bring forward items of club interest for Board discussion
- Liaise on the Clubs behalf with the CKC on routine items
- It shall be at the discretion of the Secretary to appoint assistants as required.
- Other duties as appropriate

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4. Treasurer

This position is an elected position and sits on the Board of Directors. This position represents the interests of the membership in their Region and the Clubs mandate. This position holds signing authority for the Club Finances.

Duties

- Please refer to the Board Authority and Responsibility found in this document.
- Please refer to the Constitution for more information
- Maintain accurate financial records
- Provide an accounting of both Rescue monies and general Club monies in a report for the Board on a semi-annual basis
- Provide for timely payment of Club approved expenses
- Provide for timely deposit of monies earned by the Club
- Maintain an interface to allow for electronic payment of Club memberships, donations etc.
- Liaise with the National Rescue Coordinator to maintain accurate accounting of Rescue monies.
- Provide details of expenditures to the Board as required
- Other duties as appropriate

5. Regional Director

This position is an appointed position and sits on the Board of Directors. This position represents the interests of the membership in their Region and the Club's mandate. There is a WAC requirement to have 4 of the 5 designated Regions represented on the Board of Directors. In the absence of certain Coordinator positions, the responsibilities of those positions may be assigned to a Regional Director by the President until the position is filled.

Duties

- Please refer to the Board Authority and Responsibility found in this document.
- Please refer to the Constitution for more information
- Provide quarterly reports on Regional activity to the Board, as available

6. Past President

This position is an appointed position and sits on the Board of Directors. This position represents the interests of the membership and the Clubs mandate. In the absence of certain Coordinator positions, the responsibilities of those positions may be assigned to the Past President by the President until the position is filled.

Duties

- Please refer to the Board Authority and Responsibility found in this document.
- Please refer to the Constitution for more information
- Other duties as appropriate

7. Newsletter Editor

System requirements:

- High Speed Internet access
- Computer with appropriate software (Processing, Photo Editing, PDF Converter)
- Email

Format - “e” newsletter:

- Format for ease of reading and sized as small as reasonable so that members with slower internet speeds can still open and read easily.
- Quarterly publication

Content:

- The top 5 Weimaraners will be highlighted in the Newsletter annually with a free full-page advertisement (photo and small write-up) from the following disciplines:
 - CKC Conformation
 - CKC Obedience
 - CKC Agility
 - CKC Field (when available, method per current tabulation practice)
 - WAC National Specialty Winner (Conformation)
 - WAC National Specialty High In Trial (Obedience)
 - WAC National Specialty High In Trial (Agility, if available and determinable)
- With the assistance of the appropriate Coordinator, the owners of these dogs will be contacted a maximum of 2 times to submit a photo and short write-up. If no information is forthcoming, the Newsletter Editor will list the dog and owner information in the appropriate area only.
- All membership applications are to be published in the newsletter.
- All official business is to be published in the newsletter. This may be obtained from the Board.
- Reports from all Coordinators are to be published in the newsletter, as available.
- Event results including Specialties, booster, ratings, other WAC sanctioned events and upcoming events will be published in a timely manner in the Newsletter. These may be obtained from the Event Host.
- Brags – Members in good standing may place Brags (less than 50 words, text only, at no charge). Donations are appreciated.
- Memorials - Members in good standing may place a one-page memorial with photo for no charge. Donations are appreciated.
- New Titles, not required every issue, but timely (found via the CKC web results and the WAC Ratings chair)
- Rescue, a section of the newsletter should include WAC rescue news, if applicable.
- The WAC website and Facebook address needs to be included in every issue.
- Regular features, such as health, humour, book reports should be considered.
- Attempt should be made to have a balanced newsletter that takes into consideration the vast areas of interest our membership has (conformation, obedience, field, versatile, athletics, therapy, Pet, SAR etc.)

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Advertising

- \$20 per page, no limit to number of photos. Should be submitted somewhat camera ready, however, computer literacy can be an issue and a fair amount of editing may be required by the editor(s).
- Advertising by commercial operations or non-members must be Board approved and the cost may be adjusted.
- A list of persons advertising shall be compiled and sent to the Treasurer to ensure payment/invoicing. This may be done semi-annually or more often, as needed.

Timelines

- Ideally, the newsletter should go out quarterly (Jan/Feb/Mar), (Apr/May/June), (Jul/Aug/Sept), (Oct/Nov/Dec). Sometimes content and events will require adjustments to the timing.

Newsletter approval

- A proof of the newsletter is sent to the Board for approval prior to publishing

8. Public Relations Coordinator

This position is an appointed, volunteer position.

Duties

This position is responsible for:

- Maintaining the Club's Facebook page
- Ensuring that all posts to the Facebook page are approved by the Board of Directors
- Responding to comments/questions on the Facebook page from the general public
- Responding to inquiries that come through to them from the Website – Contact Us form

9. Webmaster

This position is an appointed, volunteer position.

Duties

This position is responsible for:

- Maintaining the Club's website
- Ensuring that all changes to the website are approved by the Board of Directors
- Maintaining the Breeder's List based on information provided by the Membership Coordinator

10. Membership Coordinator

This position is an appointed, volunteer position. This position administers the membership application/renewal process and reports directly to the Board of Directors. In the absence of a Membership Coordinator, the responsibilities of this position will be assigned to a Regional Director, Vice President or Past President by the President until the position is filled. The Membership Coordinator is often the first point of contact to persons interested in joining the WAC. As such, this

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position is a key position to the continued growth to our club. Of vital importance is the timeliness and accuracy of the record keeping.

Duties

This position responsible for:

- Receiving application for new membership to the WAC. This includes ensuring that the application is complete with a sponsor and payment
- Ensuring that all new applications are published in the newsletter and ensuring that once published, the information is correct
- Ensuring that all new members are added to the WAC membership roster
- Ensuring that any application forms received between August and December are applied to the following calendar year
- Generating and e-mailing annual membership renewal forms according to the WAC Constitution
- Receiving membership renewal forms
- Generating and mail/email reminder for unpaid membership renewals by January 31 annually
- Maintaining accurate and comprehensive records of membership that include:
 - Name
 - Address
 - Telephone
 - Email
 - Type of membership (Single/Family)
 - Date they joined the WAC
 - Fees paid-separate accounting for membership, rescue, trophy and breeders list
 - Tattoo Series for Breeders
- Maintaining the above records so that annually a new document is saved and a history is formed from previous years.
- Preparing and circulating a membership roster with up to date personal information sorted alphabetically to the entire membership by May 1 of every year. The format should be easy to use/read.
- Prepare a list of the Breeder's that are eligible for inclusion on the Breeder's list (regular member and dues/fee paid). This list is to be supplied to the Webmaster in order to update the website.
- The Treasurer and Membership Chair will coordinate to ensure payments are accounted for correctly.

Date Approved: June 2005

Date Revised: January 2022

11. National Rescue Coordinator

This position is an appointed, volunteer position. This position provides oversight to the National Rescue program and reports directly to the Board of Directors. In the absence of a National Rescue Coordinator, the responsibilities of this position will be assigned to Regional Director, Vice President or Past President by the President until the position is filled. Regional Coordinators can be recruited

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at the discretion of the National Rescue Coordinator, as demographics dictate. This position is provided with a \$2,500 float from the WAC Rescue funds.

Presently, the regions are divided into:

- BC
- Prairies (including Alberta)
- Ontario North
- Ontario East
- Ontario South
- Ontario Central (Greater Toronto area)
- Quebec
- Maritimes

Duties

This position responsible for:

- Provide guidance to the Regional Rescue Coordinators
- Submit a semi annual Executive Summary report to the Board of Directors
- Submit semi-annual accountings of funds to the Treasurer
- Assist Regional Rescue Coordinators as required

Date Approved: March 2008

Date Revised: January 2022

12. Regional Rescue Coordinator

This position is an appointed, volunteer position. This position provides oversight to the dedicated region in the WAC Rescue program and reports directly to the National Rescue Coordinator. In the absence of a Regional Rescue Coordinator, the responsibilities of this position will be assigned to the National Rescue Coordinator, or the Regional Director, by the President until the position is filled.

Duties

This position responsible for:

- Answering general inquiries
- Adoption inquiries and screening
- Assessing potential surrenders
- Coordination of Foster Care
- Coordinating Veterinary services for surrenders
- Collection of fees and expenses to be forwarded to the National Rescue Coordinator
- Filing semi-annual reports to the National Rescue Coordinator
- Obtain and maintain a working relationship with area shelters and foster homes

Date Approved: March 2008

Date Revised: January 2022

13. Event Coordinator

This position is an appointed, volunteer position. This position provides approval, oversight and guidance for all events that the WAC is hosting. This position reports directly to the Board of Directors. In the absence of an Event Coordinator, the responsibilities of this position may be

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assigned to a Regional Director, Vice President or Past President by the President until the position is filled.

Duties

This position responsible for:

- Receiving applications and inquiries for hosting WAC events
- Providing advise/guidance to event applicants on timing/procedures
- Coordinating with Field, Performance, Ratings and Conformation Coordinators to promote and reward Weimaraners in all disciplines
- Providing a written and financial report to the Board for inclusion in official business semi-annually
- Seeking approval from the Board for all events connected to the WAC
- Encouraging event chairpersons to draw on resources available through the Field, Performance, Ratings and Conformation Coordinators

Date Approved: June 2005

Date Revised: January 2022

14. Ratings Coordinator

This position is an appointed, volunteer position. This position is responsible for providing oversight and guidance to the membership on items pertaining to Retrieving and Versatile ratings. This position reports to the Event Coordinator. In the absence of a Ratings Coordinator, the responsibilities of this position may be assigned to the Event Coordinator by the President until the position is filled.

Duties

This position responsible for:

- Providing a semi-annual report to the Board for inclusion in the official business and for inclusion in the newsletter
- Overseeing the Rating program including liaising with members and bringing forward suggestions to the Board
- Providing written updates on any changes in the Ratings program for inclusion in the newsletter
- Compiling a list of all Ratings awarded annually
- Coordinating with the Newsletter Editor for the publication of the above list
- Liaising with the Event Coordinator to promote the ratings program and encourage participation in the program
- Liaising with members who are hosting ratings events to assist in successful and break-even events
- Working with the Event Coordinator to prevent conflicts between events
- Providing guidance on timing/procedures to the membership
- Receiving and processing all ratings paperwork in a timely manner and providing certificates to members as required.

Date Approved: June 2005

Date Revised: January 2022

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15. Performance Coordinator

This position is an appointed, volunteer position. This position is responsible for providing oversight and guidance to the membership on items pertaining to Performance (Agility, Obedience, Rally and similar) disciplines. This position reports to the Event Coordinator. In the absence of a Performance Coordinator, the responsibilities of this position may be assigned to the Event Coordinator by the President until the position is filled.

Duties

This position responsible for:

- Providing a semi-annual report to the Board for inclusion in the official business and for inclusion in the newsletter
- Providing written updates on any changes in Performance rules for inclusion in the newsletter
- Compiling the Top Weimaraner statistics annually
- Providing Club performance event results for inclusion in the newsletter
- Coordinating with the Newsletter Editor for the publication of the results and statistics
- Liaising with the Event Coordinator to promote and reward Weimaraners in the performance disciplines at the National and Regional Specialties
- Liaising with members who are hosting performance events to assist in successful and break even events
- Coordinating the National Event Travel Subsidy program in the performance disciplines. This includes maintaining application forms, receiving and evaluating proposals and bringing forward a recommendation to the Board
- Working with the Event Coordinator to prevent conflicts between events
- Providing guidance on timing/procedures to the membership
- Creating and/or determining the feasibility of new programs

Date Approved: June 2005

Date Revised: January 2022

16. Field Coordinator

This position is an appointed, volunteer position. This position is responsible for providing oversight and guidance to the membership on items pertaining to Field. This position reports to the Event Coordinator. In the absence of a Field Coordinator, the responsibilities of this position may be assigned to the Event Coordinator by the President until the position is filled.

Duties

This position responsible for:

- Providing a semi-annual report to the Board for inclusion in the official business and for inclusion in the newsletter
- Providing written updates on any changes in Field rules for inclusion in the newsletter
- Compiling the Top Field Weimaraner statistics annual
- Providing Club Field event results for inclusion in the newsletter
- Coordinating with the Newsletter Editor for the publication of the results and statistics

WEIMARANER ASSOCIATION OF CANADA

POLICY AND PROCEDURE MANUAL

- Liaising with the Event Coordinator to promote and reward Weimaraners in the Field disciplines at the National and Regional Specialties
- Liaising with members who are hosting performance events to assist in successful and break-even events
- Working with the Event Coordinator to prevent conflicts between events
- Providing guidance on timing/procedures to the membership
- Creating and/or determining feasibility of new programs

Date Approved: June 2005

Date Revised: January 2022

17. Conformation Coordinator

This position is an appointed, volunteer position. This position is responsible for providing oversight and guidance to the membership on items pertaining to Conformation. This position reports to the Event Coordinator. In the absence of a Conformation Coordinator, the responsibilities of this position may be assigned to the Event Coordinator by the President until the position is filled.

Duties

This position responsible for:

- Providing a semi-annual report to the Board for inclusion in the official business and for inclusion in the newsletter
- Providing written updates on any changes in Conformation rules for inclusion in the newsletter
- Compiling the Top Conformation Weimaraner statistics annual
- Providing Club conformation event results for inclusion in the newsletter
- Coordinating with the Newsletter Editor for the publication of the statistics
- Liaising with the Event Coordinator to promote and reward Weimaraners in the conformation discipline at the National and Regional Specialties
- Liaising with the National and Regional show chairs to assist in successful and break even events
- Coordinating the National Event Travel Subsidy program in the conformation discipline. This includes maintaining application forms, receiving and evaluating proposals and bringing forward recommendation to the Board
- Working with the Event Coordinator to prevent conflicts between events
- Providing guidance on timing/procedures to the membership
- Creating and/or determining feasibility of new programs

Date Approved: June 2005

Date Revised: January 2022