

## **PRESIDENT'S RESPONSIBILITIES**

### **ONGOING:**

Quarterly letters for Newsletters

Prepare agendas for Quarterly Meetings

Review drafts of Newsletters for accuracy

Coordinate Executive Committee Meetings

Determine that a quorum of officers will attend each quarterly meeting at least one week prior to the meeting date

Preside at all meetings of the members of the Club and of the Board of Directors. The President shall enforce the provisions of the Bylaws and may appoint special committees to attend matters of business of the Club, but acts of such committees shall be subject to review and approval by the Board of Directors. The President shall be chairman ex officio of all committees but shall not serve on any committee other than the Board of Directors while President. If the President is not able to attend a meeting, the President shall contact the Vice President and instruct the Vice President with regard to any business which shall be taken care of at the meeting. No person may serve more than three (3) consecutive years as President.

### **JANUARY:**

Confirm that Corresponding Secretary has forwarded current rosters

and lists of additional ITCA members to the GLATA show chair for Premium list distribution

Determine that the Publicity Committee chair has information drafted for local and national newsletters regarding the June Specialty Show and obtain a copy for review before submission

Determine that June Specialty advertising will be part of February Newsletter mailing

Determine that the results of the Chicago Winter Specialty Show will be reviewed

## **FEBRUARY:**

Call Executive Committee meeting to appoint a Nominating Committee for the nomination of officers for the coming fiscal year

Make certain final hotel accommodations and annual dinner/hospitality arrangements have been made for June Specialty

Vote on Dinner compensation for judges and guests at Summer Specialty  
Vote on cost for Summer Specialty Annual Dinner and Hospitality.

Vote on fee for Educational Speaker for Summer Specialty

Vote on Budget allocations for various committees for Summer Specialty

Plan for additional attendees if ITCA Travelling Specialty is with the Summer Specialty weekend

## **MARCH:**

Determine Corresponding Secretary has received the Nominating Committee Slate, and that mailing will occur in a timely manner

## **APRIL:**

Confirm with the Corresponding Secretary that no additional nominees have been offered

Confirm with Treasurer that dues notice will appear in May Newsletter

## **MAY:**

Call Executive Committee Meeting to appoint a committee of three for the Judge Selection Committee

Review final arrangements for the Summer Specialty

Set September Annual Grooming Clinic date and Host

Consider the level of Participation at Winter Specialty show & confirm deadlines

Decide on whether to have supported entry with that weekend and what \$ level

Determine whether to have dram shop insurance for Hospitality in June

Enlist volunteers for Winter Specialty duties/committees

## **JUNE:**

Attend all events at Summer Specialty

Final follow-up prior to Summer Specialty with Ways and Means

Prepare and deliver pertinent files and information to incoming President

## **JULY:**

Determine that reports of all Committees from Summer Specialty will be reviewed Coordinate items for Grooming Clinic – RDO, etc.

Fill in Winter Specialty show committees as needed

Review Judge Selection Committee's report to be presented at the meeting

## **AUGUST:**

Determine that reminder has been sent regarding the Grooming Clinic

## **SEPTEMBER:**

Special Education event – Grooming Clinic

## **OCTOBER:**

Review report of JSC Committee balloting

Confirm Roster distribution

Determine who will do the Premium list for Summer Specialty and the deadlines for submission

Establish Show Chair and Sweepstakes judge for Summer Specialty

Coordinate Publicity for upcoming shows with ITCA and ITCC newsletters

Review dates for trophy solicitation and premium list coordination

## **NOVEMBER:**

## **DECEMBER:**

Determine that the premium list for Summer Specialty has been prepared by review of the final draft and confirm submission