

## ITCC 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

### 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 Publicity Committee chair has information drafted for local and national newsletters regarding June Specialty Show and obtain a copy for review prior to submission.

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

Determine that results of 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 Nominating Committee Slate and that mailing will occur timely

APRIL:

Confirm with 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 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 meeting

AUGUST:

Determine that reminder has been sent regarding Grooming Clinic

SEPTEMBER:

Special Education event – Grooming Clinic

OCTOBER:

Review report of JSC Committee balloting

Confirm Roster distribution

Determine who will do 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 – HAPPY THANKSGIVING!!

DECEMBER:

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

MERRY CHRISTMAS!!

