

HOSSC President Guidelines

The President is responsible for the administration of the Club and is responsible for ensuring that the Board and Committees have all the information needed to successfully complete their responsibilities. The President is responsible for making sure that any concerns have been resolved and all questions have been answered in a timely manner.

Annual Requirements

The President will preside over all meetings making sure that order is maintained and the order of business is followed.

The President is responsible to ensure that all Committees conduct Club business in an appropriate manner and that all Committees are functioning within the Constitution and Bylaws.

Ongoing, but not limited to, committees are as follows: Awards, Canine Health Foundation (CHF), Heartbeat Editor, Historian, Hospitality, Public Education, SSCA Liaison, Star, Sunshine, Supported Entry, Specialty and Web Site.

The President shall guide the Board in developing a Nominating Committee consisting of a Chair and two members. This committee shall be appointed no later than the March Board meeting. The President shall be made aware of all members that are qualified to be nominated for the future slate.

The President shall guide the Board in electing a Specialty Chairperson no later than the current year's July Annual General Meeting. President shall also oversee the Specialty Chair and ensure that timelines are being accomplished and that no further action is required.

The President may call Special Board and/or Club Meetings if a need arises.

Bimonthly Requirements

It is the President's duty to see that both Board and General Meetings are scheduled with meeting notification being sent out by the Secretary ten days prior. The President shall set an agenda that is submitted to the Secretary to be included with the meeting notice.

Several months of meeting dates and locations may be set at one time for the membership. This information is then sent by the Secretary to the Webmaster for the Event page.

The President is to submit a column to each Heartbeat.

Failure to make three scheduled Board Meetings is reason for removal.