



## Scottish Terrier Club of Tampa Bay Committee Charter

Scottish Terrier Club of Tampa Bay committees are organized to accomplish club business and each have a specific purpose and defined roles and responsibilities.

Membership is voluntary on STCTB Committees. Members will commit to serve a two-year term which will coincide with the annual election of board members and officers. All members of the committee are voting members. The committee chair shall be elected by the committee membership annually. Initially, meetings will be scheduled on an ad hoc basis. Minutes will be kept and made available for review.

A minimum of two board members will serve on each committee. Ideally, committees will be made up of enough members that a staggered term system could allow new members to be chosen each year while ensuring that no more than one third of the terms expire at the same time.

### **Event Committee**

#### **Purpose**

To plan, promote, and execute memorable, rewarding, educational, and fun club activities that protect and advance the interests of the breed, enrich the Scottish Terrier ownership experience, and build club camaraderie.

#### **Roles and Responsibilities**

- Make budget recommendations to the board for annual expenditures and revenues.
- Coordinate with the Ways & Means committee for fund raisers, purchases, and budgeting.
- Prepare a proposed calendar of events and submit to the board for approval.
- At a minimum, accomplish four events per year such as:
  - Spring fun day
  - Annual Awards Dinner (June) – is the award dinner an ‘event’??
  - Fall fun day
  - AKC Meet the Breeds
  - Highland Games participation or parade
- Each a calendar year:
  - At least one event should raise funds for the club (for example, host a raffle)
  - At least one event should be low or no cost to members so that the club “gives back” to its supporters.
  - At least one event should appeal to AKC event competitors such as:
    - Grooming seminar
    - Handling seminar
    - Lectures of interest to Scottish terrier breeders
    - Events pertaining to conformation, obedience, agility, etc.
  - At least one event should appeal to any Scottish Terrier owner such as:
    - Veterinarian presentation on common health questions



Daily food, grooming, and health concerns  
General "living with your dog" obedience and behavior seminar  
Fun activities with your Scottie: Walk a Scot day, fun agility courses, etc.

## **Ways and Means (W&M) Committee**

### **Purpose**

To provide information and recommendations to the board regarding fundraising, budget, and purchasing and to identify ways to raise revenue. The W&M committee will also function in a support role to assist other committees and initiatives with purchasing, pricing, sales, and fundraising efforts.

### **Roles and Responsibilities**

- Make budget recommendations to the board for annual expenditures and revenues.
- Provide information and recommendations for general and committee specific fundraising initiatives to include feasibility, profitability, and expected time frames for completion.
- Coordinate purchasing and fundraising efforts for other committees (Show, Events, and Service). Coordinate sales, inventory and budgeting for raffles, auctions, and on-line sales.
- Provide assistance at club events with merchandise and sales. Provide help with boutique and raffle sales at fun-days, club meetings, and related events.

## **Service Committee**

### **Purpose**

To encourage community service ~~as a means of~~ providing additional opportunities for our members to engage with their dogs, each other, and their communities as well as showcase the Scottish Terriers' ability to bring joy in yet another meaningful way.

### **Roles and Responsibilities**

- Foster relationships and determine what kinds of activities could be relevant in a member's local community, e.g. hospital/nursing home visits, partnering with local 4-H clubs to teach/mentor good pet ownership, volunteering at dog related events, canine reading programs for children, etc.
- Educate members regarding the AKC Therapy Dog Title program and possibly explore ways to underwrite members' efforts to gain certification from a recognized therapy dog association.
- Solicit ideas to engage our members from their own homes, e.g. letter writing.
- Encourage community service grass roots involvement by all members and develop a recognition program commending their efforts.
- Coordinate with the Ways & Means committee for fund raisers, purchases, and budgeting.
- Each a calendar year:
  - Identify at least one organization or effort that the club can specifically fundraise for to further the wellbeing of Scottish Terriers on a national or global scale.



## **Show Committee**

### **Purpose**

Plan and execute all aspects of a successful annual specialty show with associated sweepstakes competition.

### **Roles and Responsibilities**

- Identify and coordinate with the event location.
- Process all required applications and paperwork in a timely fashion.
- Enter into contracts with superintendent, event locals and judges.
- Members of the show committee are responsible for trophies, judges selection and coordination, ring decoration, advertisements, premium list, hospitality and promoting the show.
- Coordinate with the Ways & Means committee and identify items to sell that include the show theme.