

## MODD - JOB DESCRIPTIONS

### PACK LEADER/POUND KEEPER

Shall preside at all Pack (Pound) Growls and Pack (Pound) Initiations. He shall require the obedience of all laws, rules and regulations. He may appoint other officers and committees that he deems necessary. He shall be the custodian along with the Dog Robber of all monies, property, securities, and records of the Pack (Pound). He shall countersign all orders for the disbursement of monies when approved by the proper authority. He shall perform such other duties and issue such other orders as are necessary.

### SENIOR VICE PACK LEADER/SENIOR VICE POUND KEEPER

Shall assist the Pack Leader (Pound Keeper); shall preside at the Pack (Pound) Growls in the absence of the Pack Leader (Pound Keeper) and, at his request, shall be responsible to the Pack Leader (Pound Keeper) for the growth and expansion of the Pack and Pounds (Pound); shall perform such other duties as the Pack Leader (Pound Keeper) may direct. They will help the Pack Leader (Pound Keeper) supervise all other Pack (Pound) officers in the performance of their duties.

### JUNIOR VICE PACK LEADER/JUNIOR VICE POUND KEEPER

Shall assist the Pack Leader (Pound Keeper) and the Senior Vice Pack Leader (Pound Keeper); shall be responsible for all activities seeking to increase the revenue of the Pack (Pound), and for the supervision of the entertainment and amusement provided at all Pack (Pound) Growls, and perform such duties as the Pack Leader (Pound Keeper) may direct. They will work closely with the Pack (Pound) Dog Robber, be responsible for and supervise all Devil Dog roasts, registrations desk, sales of Devil Dog supplies and raffles.

### DOG ROBBER

Shall be responsible to the Pack Leader (Pound Keeper) for all records and accounts of the order. Shall see that someone keeps the minutes at all Pack (Pound) Growls; shall be the custodian along with the Pack Leader (Pound Keeper) of all monies, properties, securities, and records of the Pack (Pound). They shall keep on deposit in a reputable bank all monies and securities of the Order; shall perform such duties customarily executed by recording secretaries, financial secretaries, and treasurers. They shall make full and correct accounting and reports, including financial statements to the Pack (Pound) Growls; shall perform all duties assigned to him by the Pack Leader (Pound Keeper) or any other competent authority. He is also to work with the Junior Vice Pack Leader (Pound Keeper) in preparing Pack (Pound) roasts, the registration desk and sales and ordering the Devil Dog and Ship's Store gear and raffles.

### SMART DOG

Shall interpret and explain the Constitution and By Laws of the Pack (Pound) and any and all rules and regulations set up by the Kennel or Pack (or Pound), the Kennel or Pack Staff (or Pound Staff) or the Pack Leader (Pound Keeper). They will be responsible to the Pack Leader (Pound Keeper) and the Senior Vice Pack Leader (Pound Keeper) and perform any other duties, as the Pack Leader (Pound Keeper) desires.

### MAD DOG

Shall be responsible for all initiations at the GRAND GROWL (Pound Growls). They will supervise all PUPS attending Pack Growls (initiates attending Pound Growls) and will closely monitor their behavior. They will inform the Pack (Pound) Staff prior to initiations just what the initiation will entail. They will perform any other duties assigned to him/her by the Pack Leader (Pound Keeper).

### DOG TRAINER

Shall act as chaplain at all Pack (Pound) Growls, memorial services, and ceremonies. They shall hold services (memorial) at all GRAND GROWLS (Pound Growls). They shall keep the Pack (Pound) and Kennel informed of any deceased Dogs and shall send sympathy cards to the next of kin. The Dog Trainer will also keep the Pack (Pound) informed of any Dogs that are sick or in distress. He shall also perform any other duties designated by the Pack Leader (Pound Keeper).

### POLICE DOG

Shall maintain order and decorum in all Pack (Pound) Growls; shall expel from the Growl any Dog exceeding the bounds of decency, creating a disturbance or hindering the orderly conduct of the Growl; shall perform other duties as the Pack Leader (Pound Keeper) may direct. They will be responsible for the setting up of the location where the Growl will be held, see that the Bible, Colors and charter are displayed correctly. The Watch Dog and the Barking Dog are to assist him in those duties.

### WATCH DOG

Shall guard the portals of the Pack(Pound) at all times, permitting no one to enter without authority. They shall be responsible to the Pack Leader (Pound Keeper) for the worthiness and eligibility of every Dog at the Growl, and shall perform other duties as the Pack Leader (Pound Keeper) may direct. They shall assist the Junior Vice Pack Leader (Pound Keeper) and Dog Robber at the registration desk, the sales of Devil Dog gear and raffles. They will assist the Police Dog in setting up the Growls.

### BARKING DOG

Shall supervise all publicity for the Pack (Pound). They will assist the Junior Vice Pack Leader (Pound Keeper) and Dog Robber in handling the registration desk, the sales of Devil Dog gear and raffles, and the Police Dog in setting up the Growl.

### LIAISON OFFICER/LEAGUE

Shall be responsible for the exchange of information that is of mutual benefit to the order and the League. They shall also perform any other duties assigned to him by the Pack Leader (Pound Keeper). They will assist the Junior Vice Pack Leader (Pound Keeper) and Dog Robber at all Growls.