

RESPONSIBILITIES OF THE NATIONAL SPECIALTY EVENTS WEEK COORDINATOR

General Considerations. The entire National Specialty Events Week is the responsibility of the General Coordinator. This is the person who holds the events together, who answers or finds the answers to all questions, who deals with LRC and the assisting regional/zone clubs, and who enables the Specialty Committee to function. A National Specialty Week Event Coordinator should be selected from experienced individuals who are both willing and able to take on this assignment.

Time Commitment. This is at least a three-year assignment, with busy periods occurring at (1) the beginning for organization and planning; (2) at about a year along for finalizing sites, judges, etc., (3) and from about a month before entries close until the last exhibitor is gone. There is also a two to three month period after the National Specialty is over when (1) letters of appreciation are sent; (2) the financial statement is prepared; (3) and the National Specialty Report is submitted. It can seem at times that the job is never done!

Requirements.

1. Experience in organizing at least one major dog event-- show, field trial, hunting test, etc,
OR
2. Experience in organizing similar non-dog events--seminars, conferences, etc. Such experience does not, however, preclude the necessity for having a working knowledge of and active participation in dog events. Some knowledge in all events is needed. The National Specialty Events Coordinator doesn't have to have run a dog in all events, but he should have attended them, know people who actively participate in them, and become familiar with the special circumstances and potential problems related to each event.
3. Ability to work productively with people, to make decisions, and to follow through on projects both big and small.
4. Strong organizational skills.
5. Good communication skills, both written and verbal.
6. Willingness to sacrifice the participation of one's own dog(s) in Specialty events.
7. Ability to delegate responsibility.
8. Good sense of humor.

This sounds like a job description for a management position, because that's what it is. The Event Week Chair becomes the CEO of a business operation for three years. The Chair will

manage an enterprise that deals with over \$75,000 of revenue, that has over 100 "employees," and that serves over 1,000 "customers." It is not a trivial pursuit.

Duties.

1. Organize club members into a functioning unit called the National Specialty Week Committee. Appoint all committee chairs, provide them with job descriptions, and serve as a resource person when questions arise. Coordinate all activities so that the Specialty functions as a cohesive event, not as several independent ones. The list of show sub-committees should include:

- a) Hospitality Chair.
- b) Decorations Chair.
- c) Grounds Chair.
- d) Ring Side Hospitality Chair.
- e) Judges' Gifts.
- f) Catalog Advertising Chair.
- g) Educational Seminar Coordinator.
- h) Banquet Chair.
- i) Chief Steward.
- j) Vendor Chair.
- k) Advertising and Publicity Chair.
- l) Conformation Certificate Chair.
- m) Working Certificate Chair.
- n) On site Coordinator for Judges' Education

2. In coordination with the Specialty Event Week Committee, develop a list of judges for all companion dog events and submit it to the LRC Board of Directors of approval. Contacting judges can be delegated to individual event chairs, but the group as a whole should agree on the potential candidates. All committee members should be made to feel that their opinions are valued and given serious consideration. The LRC Administrative Assistant will send out contracts to all judges after BOD approval.

3. In coordination with the Specialty Event Week Committee, investigate potential hotels and sites for the events. Select hotels and sites and provide contracts to the LRC Secretary for signatures.

4. In coordination with the Specialty Event Week Committee, select and hire a show superintendent or secretary.

5. In cooperation with the LRC web site manager, set up an e-mail Yahoo list for all Event Week Committee members. Be available as a resource person for questions about all events,

both planning and execution. Make sure that all individual chairs are communicating with you and with each other.

6. Keep a balance between the various events and activities; making sure that each has its proper allocation of time and resources.

7. In coordination with the Specialty Event Week Committee, establish a National Specialty Event Week schedule (see sample past Event Week schedules).

8. Maintain contact with the NSEC, especially the Liaison appointed to help with coordination efforts. The LRC Secretary is the contact with the AKC. The parent club coordinator completes all AKC and LRC forms come from the Secretary, then they are returned to the Secretary for signatures submission to AKC.

9. Help prepare and proofread the Premium List. Prepare and proofread information that will be published in the *LRC Newsletter*. Pay particular attention to the LRC requirements for various classes and events. Members of the NSEC will also be asked to proofread the Premium List.

10. Proofread the premium list again.

11. In coordination with the National Specialty Event Treasurer, make sure the financial report submitted to LRC is complete, accurate, and on time.

12. Prepare a detailed report of the entire National Specialty Event Week for the LRC Board of Directors and the NSEC.

13. See that letters of appreciation are written to committee members, hotels, judges, suppliers, and anyone else deemed appropriate.

14. Make sure that the write-ups and appropriate photos of all Specialty events are submitted to the *LRC Newsletter and the LRC Yearbook* according to requirements.

Participation in Specialty Events.

You will need to decide who (if anyone) should not exhibit in the conformation or companion dog events. AKC regulations state that the following persons may not exhibit or enter for exhibition at the National any dog that they own or co-own:

- 1) The Show Secretary.
- 2) The Show Superintendent, any employee of the Superintendent, or anyone residing in the household of the Superintendent.
- 3) The Show Veterinarian.

- 4) Conformation, Obedience, or Sweeps judges or anyone residing in their households. Immediate family members no longer residing in a particular judge's household may exhibit/enter/handle at that show if they are not under that particular judge's officiating.
- 6) Stewards cannot exhibit under a judge for whom they stewarded at that same show.

It is customary that the LRC National Show Chair does not show a dog in any of the competitive National Specialty Events. There simply isn't enough time to do justice to both a dog and the National Specialty. The General Chair should be available at all times to deal with any snags that arise. If an individual is unwilling to give up exhibiting at this one National, the General Chair is not the job for that person. A statement of this policy should be included in the premium list.