

NATIONAL SILVER FOX RABBIT CLUB

Official Guidance Document

for the Office of

PRESIDENT

(and VICE PRESIDENT as applicable)

Created: 01/2026 HSR

Reviewed by VP: NKW

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*revise every 5 years as necessary*

- Part One: Duties
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## Part One: Duties

The duties of the President are as follows:

- preside over meetings, including BOD meetings & general membership meetings
- appoint committees (& committee chairs)
- fill vacancies in office (directors AND officers – subject to simple BOD majority vote)
- set & maintain a proper BOD meeting schedule per the C&BL (quarterly)
- call & preside over special meetings (as necessary)
- fulfill any potential duties that may arise for ARBA Convention, and/or NSFRC National show each year, and if unable to do so, appoint someone to stand in your place
- maintain BOD social media (chat groups, BOD FB group page)
- assist with maintaining the NSFRC social media Facebook page as needed by the NSFRC Social Media Committee
- perform such duties as pertaining to the office subject to approval by the BOD

What does all of this mean? The Constitution & Bylaws (C&BL) are your FRIEND! There should be a current version of the C&BL included with this form, and if it isn't, congrats, that needs to be one of your tasks as President!

The duties summarized above will be outlined in greater detail in the following sections.

**Attachment 1: NSFRC Flow Chart** may help you get an idea of how the club should run (under normal circumstances).

### **Important Note for VICE PRESIDENTS:**

Your duties as outlined in the C&BLs:

*The Vice President shall perform all duties of the President in his/her absence or inability to act. He/she shall automatically succeed to the office of President upon vacancy of said office. He/she shall perform any such duties as directed by the Board of Directors or the President.*

Therefore, this document is directly applicable to you, should your President become unable to fulfil their duties. One additional duty that is not outlined in the C&BL but that we have started doing to give the Vice President (VP) a task to preside over is having the VP act as the liaison for all national shows, between the NSFRC and the host club. At the commencement of the VP's term, they should be added to any committee groups that would pertain to holding a national show (awards, national bid, etc.). Please reach out to committee chairs during the change of office to coordinate addition to any relevant committees/groups.

# Part Two: Meetings

Meetings are fairly simple, all you have to do is follow Robert's Rules. It takes a small bit of planning, and filling out **Attachment 2: Meeting Outline**, and your meeting can remain focused and on track.

## Starting Out

To begin, you need to decide how you will be conducting your meetings. This will determine your meeting schedule. It has been easiest to conduct meetings electronically, in a text vs voice format (ie. FB messenger, Zoom IMs, Teams, etc.). Discuss and come to an agreement regarding the BOD meetings with your BOD and remember that whatever option you choose, it must be accessible to ALL of your BOD.

Once you have your platform, you need to choose the quarterly meeting schedule for the club. You have a few options, and can discuss with your BOD team to determine a proper monthly schedule. From there, you can plan your first official BOD meeting. It is typically easiest to choose a general quarterly-month (ie. January-April-July-October), and then decide on specific dates at each quarterly meeting for the following meeting (ie. Pick the date for April's meeting at the January meeting).

Once you have a meeting schedule, make an outline/agenda. Revise it as needed when issues come up that require discussion or a vote. It is best to try and have the entire BOD meeting planned out, so that the BOD can prepare. It is also good to give the BOD some time to discuss prior to the quarterly meetings. Often, this gives the BOD time to consider pros, cons, and all aspects of a motion prior to casting their vote. It isn't good to surprise your BOD with additional items for vote while in the BOD meeting. Once your outline is ready, send it out to your BOD no less than 48 hours prior to the meeting.

Make sure your secretary is prepared to take the minutes (if you're holding meeting via text platform, this task does the work itself). If your secretary can't be present, make other arrangements for meeting minutes to be recorded as necessary. You should have these minutes finalized and ready for approval by the BOD for the following quarterly meeting.

## Holding the Meeting

On the chosen platform, on the specific date and time agreed upon, you will begin the meeting by calling the meeting to order... "The meeting will come to order." Is sufficient.

At this point, your BOD should all respond in some manner of 'here/present', in order for a meeting to be considered "sufficient," a quorum is required: 2 officers (Pres/VP/Treas/Sec), and 3 directors. If at this point, you do not have a quorum, the meeting will have to be adjourned and rescheduled at an agreed-upon date & time. This is why planning is KEY! Make sure you will have the required officers and directors present for any special meetings, and there should be no excuse sans emergency for not attending the scheduled quarterly meetings as the dates will be agreed upon months ahead.

If a quorum is present, proceed. The first order of business should be the presentation & approval of the prior meeting minutes. This needs to be voted on. You (or your secretary) will present the prior minutes (unless they have been provided ahead of time for review), and you (or someone else) may make the motion to approve the minutes. Someone must second the motion. A simple majority is sufficient for approval of votes in this manner.

Once minutes have been presented and voted on, unfinished business is discussed. This includes anything voted on that had previously failed the vote & is being re-presented, or anything that did not come to a vote and was left open from the last meeting.

After unfinished business closes, move to new business. This is anything that is new and coming to a vote for the first time. Again, to vote, a motion needs to be made, seconded, and approved by simple majority.

Prior to closing the meeting, I make a last minute request to see if anyone else has anything they feel should be discussed. If so, we take some time (within reason) to discuss and possibly vote. If not, motion to close the meeting. Someone needs to second. Then, simply say "Meeting adjourned."

Opening & closing the meeting keeps NSFRC in compliance with the C&BL. Note that the President does not cast votes in meetings except in case of a tie, in which the President's vote will break the tie.

# Part Three: Nationals

Nationals has far fewer duties for the President than Convention. As usual, it is best if you can make the trip, even without rabbits, you often meet many new people and get to engage with members. It can be a rewarding way to make new connections and bring new people into the breed. I typically have my Vice President act as 'nationals liaison' and assist the host club, awards, and other relevant committees with various tasks as required to host SF nationals.

## Need to Know

Make sure that the club stays on track with bids and work with your Show Committee chair. The members should have at least a year of planning time ahead of Nationals (ie. accept bids in July 2025 for Nationals 2027). Sufficient planning time is crucial for the success of the event, allowing our members time to prepare PTO and plan travel, lodging, budgeting, etc.

Create an event (or have your social media folks handle it if you aren't FB savvy) on the NSFRC FB Page that is hosted by NSFRC with all of the show details once the bid is accepted and announced. This gives people a place to go to chat, network, and plan with other breeders who will be in attendance.

In conjunction with the Show Committee, reach out to any bid submitters and ask if they require assistance, try and be as helpful as possible as many of them have never submitted a bid for Nationals before. We want to encourage new members and new clubs to get involved and submit bids for our shows! Work with the submitter to be able to present their bid to the BOD as thoroughly as possible (be prepared to answer questions and relay comments/concerns).

Work with the Show Committee and the winning bid team to ensure that all National show milestones are being accomplished, and that no gaps occur in planning.

## **Important Notes for the VICE PRESIDENT:**

Acting as the liaison between the NSFRC BOD / committees and the host club is vital for smooth running of any nationals show. The Vice President should assist with the following duties pertaining to NSFRC Nationals shows:

- Communication with the host club & bid submitter once the bid has been voted on & awarded by the NSFRC BOD
- Coordination between NSFRC BOD & host club/bid submitter for the following:
  - o Entry fees
  - o Show Secretary (host club vs NSFRC)
  - o Entry deadlines
  - o Judges
- Coordination of the following for the NSFRC:
  - o Banquet/meeting details (time, pricing/person, location, etc.)
  - o Awards (work with awards committee)
  - o Judges gifts (ask treasurer for budget)
  - o Show volunteers (writers, live streamers, runners, ramrods, etc.)
  - o Awards presentation (+ lifetime achievement award)

# Part Four: Convention

Convention is MUCH more involved than a National show. At Convention, National club Presidents have duties and are required to complete a few tasks typically. Some things to consider & prepare for with Convention:

- NSFRC Yearly General Membership Meeting
- NSFRC Banquet
- Assigning Duties – Chairperson, Secretary, etc.
- Acquiring Volunteers
- Booth Setup
- Awards
- Judges
- ARBA Meetings
- COD Exhibitions
- Showing Day
- Fundraising
- Youth Judging Animals

Each of these are covered in the sections below.

## *NSFRC Yearly General Membership Meeting*

This is the meeting that is required once a year per the C&BL. If this meeting does not occur (ie. Convention cancelled, etc.) it should be made up in order to remain compliant – usually you can make a case for a meeting at the following Nationals (with a quorum), or an online/teleconference meeting.

Prepare and use the same meeting outline that you do for the BOD meetings, just prepare for a longer meeting. Feel free to delegate others to speak (ie. for committee reports, have the committee chairs give the reports if they are present). Lead the meeting as usual, and maintain order at all times. Some helpful tips include: using a sign-in sheet instead of roll call (**Attachment 3**), presenting some ideas/detailed presentations on printouts for members to read, and keep a time limit – if it's going over time, either vote immediately and move forward, or consider it unfinished business and move on.

Use this meeting as a time to present any ideas to the general membership. It's a good idea to print out the meeting outline so folks can follow along. Also, print out the minutes from the previous year's meeting and have them available for review PRIOR to the meeting (also a good idea to have your secretary email them out to the membership 30 days prior to the meeting). Have all committee chairs submit their committee reports to the BOD prior to the meeting (for easier inclusion in the printed minutes after the fact) and allow the committee chairs who are present a maximum of 5 minutes to speak, this prevents one person talking too long (set a timer on your phone if you have to). It's always nice to have some sort of refreshments/snacks, and drinks (coffee if the meeting is early). YOU are in control of the meeting, keep things moving as much as possible and don't let the meeting get stuck on one topic.

### *NSFRC Banquet*

The President (and/or VP – or someone else on the BOD) should plan a banquet for NSFRC members at convention. This can be in the form of a dinner, outing, catering at the breed club booth on site at the show room, etc. The banquet is a good time to hand out sweeps awards, and perform any other tasks that require having a large group of members together. This is also a good time to thank all members for attending convention. Typically the NSFRC banquet is held Saturday or Sunday for maximum attendance. We historically try to keep the price below \$30/person to ensure everyone can afford to attend.

### *Assigning Duties*

The convention host club chair may reach out to you and ask you to assign specific duties for convention. These duties include breed chairperson, breed secretary, and breed superintendent. Duties are fairly simple and straightforward and will be discussed with you at a meeting at convention. Make sure to assign these duties to people who will actually be in attendance. Whoever is breed secretary should have written at multiple shows and be comfortable with show paperwork. They are responsible for handling the scales & judging paperwork. The breed chair and superintendent act as leaders for the breed and assist as necessary. Typically we have the breed chair outside of the show tables, organizing volunteers and ramrodding, and the breed super with the secretary behind the tables. Typically it is good to have one person writing comment cards and another person (the secretary) writing placements. Prior to handing in paperwork, make sure to **TAKE PICTURES OF ALL CONTROL SHEETS** so that references can be made if issues arise.

### *Acquiring Volunteers*

You will need volunteers to man the NSFRC booth when you can't, and to run rabbits. Beyond that, it's helpful to have people available to help new folks. It can be helpful to offer incentives (ie. Raffle tickets for anyone who will man the booth for an hour, etc.) to acquire volunteers.

### *Booth Setup*

Find someone at least a year prior to convention to begin working on the booth. The NSFRC booth has been highly competitive and successful, winning the contest multiple years in a row thanks to a dedicated team of volunteers. Find out the theme of the upcoming convention, including colors and any stipulations. Figure out how many booth spaces will be needed (and remember it is always nice to have ONE extra booth space for our members to be able to gather, rest, relax, and store items throughout the day) and get BOD approval as early as possible – usually early bird discounts are available. Make sure tables, chairs, electricity, and internet costs are included as necessary.

### *Awards*

**Attachment 4** is the awards presentation, which can be utilized for Nationals OR Convention shows. The template is general and includes who should be speaking/discussing each award set (as applicable). The awards chair should handle awards for Convention every year, and for Nationals (if the host club is not handling awards already – National bid committee & VP should work that out with the host club).

### *Judges*

Try and book judges for upcoming conventions as early out as possible. Our current goal is **4-5 years** ahead of time. This allows a greater pool of judging options as most judges book up fairly quickly the closer to convention it gets. Make sure to book both an OPEN and a YOUTH judge, and don't forget to get them judges gifts as a thank you for judging us (typically awards committee handles this so confirm with them).

### *ARBA Meetings and Banquet*

While attendance at the ARBA meeting at convention each year is not mandatory, I recommend attending to get a feel for how meetings can be held, but also so that you are informed on what's going on with ARBA. The ARBA Banquet is where they announce the winners of the booth contest each year, so if the booth is looking competitive, I highly suggest at least one officer from the club attending the banquet.

### *COD Exhibitions*

COD holders work VERY hard on their CODs. In doing such, NSFRC has (in the past) helped cover some of the cost of entries for COD animals. The general rule we have followed was: no help the first presentation as the COD needs to be determined to be sound and pass ARBA's critiques; covering fees for up to 12 animals for the second presentation; and if a third presentation is necessary, also covering fees for up to 12 animals for the final presentation. Payments are done as a reimbursement after the animals have been entered AND presented to the ARBA standards committee (no reimbursement for scratched or unrepresented animals). If a COD receives an exemplary first and second presentation and passes in two tries, the BOD should consider reimbursement for both first and second presentation entry fees.

On the day of a COD presentation, it is helpful to have as many NSFRC members as possible at the COD area to support the COD holders. Shows of support from membership boost morale and help show support for the variety being presented.

### *Showing Day*

It is always nice to have lunch or refreshments available to exhibitors on judging day. In the past we have ordered pizza and subs to share with folks, charging by the slice. We have also provided cake/dessert to celebrate certain occasions (club's birthday, COD passing, etc.) as a donation to club members.

### *Fundraising*

Each year at convention, we have the option to hold either a silent auction or raffle for the club to fundraise. Pros and cons of each are listed below.

We also hold our own live rabbit auction (typically on Monday or Tuesday) where we sell consigned rabbits (at 50/50 or 100% to the club) and also items from the booth. Make sure a committee is set up to handle the rabbit auction (planning, absentee bidding forms, auctioneer, etc.).

Additionally, we are often asked to assist with other fundraising for ARBA and the host club. Typically we donate money to the ARBA judges luncheon, and to one of the ARBA library or youth programs.

### *Youth Judging Animals*

Something newly implemented is for the BOD to attempt to provide at the very least a judging class (4) of Silver Fox rabbits to the ARBA youth judging contest. This requires reaching out to whoever is in charge of the youth judging contest for that year and letting them know the NSFRC will provide a class of 4 Silver Fox for the youth judging. It is then the responsibility of the BOD members to coordinate who will be bringing the animals. Animals need to be the same gender, age class, and variety (no CODs). Animals are cooped at convention in a separate area from the main show room, and this is a good opportunity to bring a sale animal that you don't want to enter, if it meets the class requirements (decided upon by the BOD members based on who has what available).

# Part Five: Committees

One of the President's main duties is to preside over and appoint committees. A committee outline is presented as **Attachment 5**.

The President appoints committee chairs subject to simple majority approval by the BOD.

Note: A motion/official vote is not required, in a BOD meeting the President should simply include 'I nominate ##NAME## to chair the ##NAME## committee' with New Business. BOD members will approve/disapprove/abstain as they see fit. Simple majority approval is all that is required to affirm a committee chair.

- + Committee chair/member appointments are for two (2) year terms
  - + ARBA needs to be notified of standing committee appointments by January 1 (provide these to NSFRC Secretary for forwarding to ARBA)

- + President should approach the former committee chairs no later than November 15 of each term year (odd numbered years) to confirm that they still want to hold the chair position

- + If old chair does NOT want to hold the chair position, President should find a replacement chair no later than December 1

- + A meeting needs to be held to approve on chair / member appointments & to finalize the Committee list (at a minimum for the 'Standing Committees' referenced in the NSFRC C&BL)

- + NSFRC Secretary will finalize the Approved Committee Chairs & Committee Members for a finalized list of Committees to be sent to ARBA by January 1

- Committee Chairs & Members should be finalized/confirmed by ensuring the applicant is a current member of the NSFRC (and has been for at least 1 year for committee chairs)

## List of Current Committees:

Standards: reviews & proposes changes to the breed SOP

Constitution & Bylaw: reviews & addresses proposed C&BL changes

Auditing: reviews treasury each time office changes hands & once every 2-3 years

Election: responsible for send-out and counting of ALL ballots (C&BL changes, elections, etc.)

Youth: handles youth outreach for the club, youth activity at Convention

Newsletter: responsible for newsletter publications

Guidebook: responsible for NSFRC guidebook/revisions

Awards: responsible for National & Convention awards

Marketing: responsible for club's merchandise, running marketing & fundraising contests, etc.

IT and Website: responsible for the website, maintenance, sweeps maintenance, etc.

National Bid Committee – responsible for assistance with procuring national bids, reviewing bids, recommending a bid to the NSFRC BOD for final voting

Sweeps Committee – responsible for year-end sweeps certificates & awards, troubleshooting via subcontractor

Scholarship Committee – responsible for collecting, reviewing, and selecting a youth scholarship winner

Social Media Outreach Committee – responsible for NSFRC FB page, advertisements, educational posts, recording of shows & convention, etc.

Achievement Award Committee (Person of Year) – responsible for recommending a year-end award for excellence to the NSFRC BOD for final approval

## Part Six: Miscellaneous

Below are other tips, tricks, and attachments that may be helpful to you during your time in office.

### **Social Media for the BOD:**

- The president should run both the BOD FB group (NSFRC Board of Directors) and control the NSFRC BOD group chats, below is some helpful information regarding both:

- The NSFRC BOD chat should be started new at the end of each convention/beginning of each election cycle – make sure that all officers and directors have been added to a new chat/message thread at the end of each convention
- The NSFRC Board of Directors FB group page is where the bulk of the BOD meets and discusses, make sure that at the close of each convention, old officers/directors are removed and new officers/directors are added
  - o It is good to make your officers (Pres, VP, Sec, Treas) as admins and the directors as moderators for the group
  - o Try to have all social media changes (new group chat, adding/removing members from FB group, etc.) completed within **one week** of the close of convention

Making spreadsheets of the nationals & convention results (based on control sheets) for inclusion in the newsletters is very helpful for our members. Included as **Attachments 6A & 6B** are convention & nationals show result spreadsheets.

The NSFRC President also acts as the liaison between ARBA

If someone is behaving badly and complaints of misconduct have been filed, the Discipline Letter template is included as **Attachment 7**.

Any shows holding an Any Other Variety (AOV) class/show should make sure they have a printed or electronically accessible version of **Attachment 8** for judges reference as applicable. Be sure to update this document as new CODs are taken out and new varieties make their way into the breed.

I have included planning documents for hosting a stand-alone Silver Fox nationals (FoxCon in 2025 in Canton, Ohio). The original goal was to host a stand-alone nationals once every 5 years to allow for continued Silver Fox only education and camaraderie. **Attachments 9A – 9F** present these documents as stated below:

**Attachment 9A** – Show Rules

**Attachment 9B** – Show To Do List

**Attachment 9C** – Show Schedule (template)

**Attachment 9D** – Standalone Show Bid

**Attachment 9E** – School Excuse Letter

**Attachment 9F** – Catalog Template (as a powerpoint document – request access from Website Committee or Secretary)

**Attachment 10** is the proposed code of ethics for reference. This is something that I've been working on, it would be great to get a code of ethics approved and put into use.

**Attachment 11** includes a yearly 'to do' schedule with milestones and reminders so that it is easier to remember how far in advance to request information, etc. Note that most of these are handled by other committees, however as President it is good to be aware of the deadlines and remind your committee chairs if things fall behind.

Don't forget that ALL BOD MEMBERS MUST submit at least one article per year to the NSFRC newsletter, and must attend at least one convention or national show during their 2-year term. HOLD YOUR BOD ACCOUNTABLE – the club doesn't need BOD members who work from afar and aren't involved.