

NATIONAL SILVER FOX RABBIT CLUB

Official Guidance Document

For Committee Chairs

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Reviewed by: VRL, SBD 08/2023

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Part One: List of Committees

Part Two: Committee Information

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## Part One: List of Committees

There are two types of Committees per the NSFRC C&BL – Standing Committees and Additional Committees. Standing Committees are mentioned in the C&BL, with a small description of the functions of that committee. Additional Committees are appointed by the President and approved via simple majority approval by the NSFRC Board of Directors (BOD). Current Standing and Additional Committees are listed below with their section numbers:

- STANDING COMMITTEES – 3A
  - Auditing – 3.A.1
  - Awards – 3.A.2
  - Constitution – 3.A.3
  - Election – 3.A.4
  - Standards – 3.A.5
  - Youth – 3.A.6
- ADDITIONAL COMMITTEES (as of 2023 – revise as necessary) – 3B
  - Achievement Award (Person of the Year) – 3.B.1
  - Guidebook – 3.B.2
  - Marketing – 3.B.3
  - Mentorship – 3.B.4
  - Scholarship – 3.B.5
  - National Bid – 3.B.6
  - Social Media Outreach – 3.B.7
  - Sweepstakes (Sweeps) – 3.B.8
  - Website & IT – 3.B.9
  - Newsletter – 3.B.10

## Part Two: Committee Information

The President/BOD can appoint committees at any time, subject to simple majority approval by the BOD. Committees should be appointed to fulfil necessary functions and duties of the club. The BOD shall determine the charge and duration of each committee or commission.

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

Note: A motion/official vote is not required, in a 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
- + Committee chairs should notify the President YEARLY on or before ARBA CONVENTION whether or not they intend to remain in their allotted chair position
- + If old chair does NOT want to hold the chair position, President should find a replacement chair no later than December 1 – if the exiting committee chair has a recommendation (current committee member / someone they feel would do well at the job), take it to the President BEFORE December 1, preferably *before the office is vacated*
- + 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)

# Part Three: Details of Specific Committee Chair Duties

Committees are listed below in the order mentioned in Part One – sectioned alpha-numerically.

## **PART 3A – STANDING COMMITTEES**

### **3.A.1 – AUDITING COMMITTEE**

**Goal: Confirm that NSFRC financial documents and records are being maintained to the Standards required by the NSFRC C&BL and Robert’s Rules.**

Consist of at least 3 members. No committee member may be an officer or live in the same State as the Treasurer. Committee duty includes making an annual audit at the end of each fiscal year & at the end of any Treasurer’s term. The audit will be of the Treasurer’s books, and a report will be made to the BOD. The committee may recommend, if deemed advisable after examination, that the books be audited by a certified public accountant (CPA). The cost of the audit shall be paid for by the NSFRC. When the end of year audit and end of term audit are within 3 months of each other, only one audit shall be performed.

### **3.A.2 – AWARDS COMMITTEE**

**Goal: Provide the most exceptional, appropriate awards for NSFRC sponsored shows including Nationals (as necessary), Convention, and any sponsored specialties (as applicable). This includes handling award design, ordering, handout, and record keeping.**

There is a provision in the C&BL, Bylaws Article V – National & Convention Shows:

- Section 1. The NSFRC shall annually designate a minimum of \$750 for purchase of awards for the annual National Show. Awards will be given for both Open & Youth shows and shall consist of: Best Display, Best of the Best, Best of Breed, Best Opposite Sex, Best of Variety (Blue/Chocolate [plus any additional active CODs]), Best Opposite Sex of Variety, Best Senior (Black/Blue/Chocolate/COD), Best Intermediate, Best Junior, and Best Fur. If the cost of the awards is anticipated to exceed \$750 by more than \$100, a Majority Board of Directors approval will be required. All invoices must be sent to the treasurer for payment. Section 2. The NSFRC shall annually designate a minimum of \$1000 for purchase of awards for the annual ARBA Convention. Awards will be given for both Open & Youth shows and shall consist of: Best Display, Best of the Best, Best of Breed, Best Opposite Sex, Best of Variety (Blue/Chocolate [plus any additional active CODs]), Best Opposite Sex of Variety, Best Senior (Black/Blue/Chocolate/COD), Best Intermediate, Best Junior, and Best Fur. If the cost of the awards is anticipated to exceed \$1000 by more than \$100, a Majority Board of Directors approval will be required. All invoices must be sent to the Treasurer for payment (Attachment 1).

Chair should research, procure, and arrange delivery for Awards for the any and every event/ contest supported by the NSFRC with the assistance of the members of Awards Committee members. With the assistance of the Awards Committee, discuss and decide upon the type of awards to be given. Whenever possible, utilize the artistic talents of the committee members to provide awards of quality and

distinction. The NSFRC has a reputation for distinctive and special awards for Nationals and Conventions. This reputation should be allowed to continue. Research any awards/ ribbons which are needed for the NSFRC. Keeping in mind that any special “set up” fees will be levied whenever we change companies. Forward information/ invoices or arrange delivery of this information to the NSFRC Treasurer to satisfy debts created by the awards. Arrange for delivery\* of the awards to appropriate venue.

*\*Because of problems with deliveries, this usually means delivery to the home of the chairperson or another committee/ club member who will be attending the event. This allows us to check the awards to make sure they are all in order, and that every award ordered is included in the order. It also allows us to hand deliver the awards to the appropriate venue, without having to worry about them arriving in the right place at the right time.*

Provide storage for the NSFRC ribbons. Keep an active inventory of those ribbons and reorder when needed. It is unnecessary to provide a budget for this committee as the awards budget is provided for in the Constitution and Bylaws.

The following notes are provided as assistance to future Chairpersons:

Note #1: The NSFRC has, for years, provided plaques for Sweepstakes Awards. This has been done because many of the plaques must be mailed to the recipients. Plaques are flat and easy to mail in a priority mail envelope at reasonable cost, and without a problem with damage. (I also wrap in bubble wrap). This is also more economical than having to secure special packaging for trophies or other awards.

Note #2: Prior to ordering/ creating any awards, make sure you are secure that the person delivering the awards will have adequate space to transport those awards.

Note # 3: At this time, our ribbons are coming from Steinman Ribbons in PA, and the plaques we order from Crown Awards. Both of these companies have art for our club.

### 3.A.3 – CONSTITUTION COMMITTEE

**Goal: Confirm eligibility of proposed C&BL amendments to NSFRC and ARBA rules & regulations in a timely manner (within 2 weeks of receipt of propositions).**

Consists of at least 3 members; committee shall review any proposed amendments received to the C&BL per Article VI of the NSFRC Bylaws for eligibility with ARBA rules/regulations/guidelines.

### 3.A.4 – ELECTION COMMITTEE

**Goal: To conduct and tabulate the annual election for: the board of directors, open officers' positions, and any changes to the constitution. In addition, the election committee can facilitate situations where NSFRC officers and board needs to get input from the general membership in the form of a ballot. The election process is predicated on the Constitutional By-Laws.**

Consist of 3 members; shall prepare, distribute, receive, and count the ballots, tabulate and certify the results of any and all elections to the Board of Directors. No member of the Election Committee shall be

eligible for election to any office. Vote counting should be done by more than 3 people whose names, contact information (email, phone, address), and signatures of validation should be recorded and submitted with the ballots to the NSFRC secretary for retainment for at least 1 year. For full details of election committee duties, rules, tasks, and roles, please review **Attachment A2**.

### 3.A.5 – STANDARDS COMMITTEE

**Goal: Represent the NSFRC membership in decisions reflecting the editing of any proposed NSFRC SOP revisions.**

Five (5) members; shall receive comments from membership, through the Chair, and shall review breed standard on a continuous basis. Chair shall submit regular reports to President on activities of the committee. No currently active COD holders may serve on the Standards Committee as it can be seen as representing a conflict of interest.

### 3.A.6 – YOUTH COMMITTEE

**Goal: Increase youth involvement with the breed as a whole. Handle youth activities for large shows – Nationals & Convention.**

Consist of 3 members; appointed for purpose of promoting and developing youth programs consistent with the rules of the NSFRC. Committee shall be responsible for reviewing and proposing any program, project, or contest which encourages the involvement of youth exhibitors. Committee chair shall be responsible to submit any proposed program, project, or contest to the BOD for final approval.

Utilizing the talents of the Youth Committee members, chair should provide an environment for youth members to talk about their expectations and concerns about the NSFRC if needed. Provide, when time and space allow, a place for youth to gather and meet at Nationals and Conventions. When in attendance at shows and events, try to introduce yourself and engage in conversations with youth members. Make the conversation *about* them. Introduce youth members to each other. Use the information you've gleaned from the conversations to find common denominators and use them in the introductions.

Provide, when time and space allow, an activity for youth at Nationals and Conventions. Many times there is not time, nor space for such an activity, but you won't know that until you are there. It's important to prepare the activity as much as possible. It is also important to make the activity simple, yet interesting, for all age groups. If the activity is something the youth can complete on their own, you may choose to send the activity home with the youth.

Be a facilitator/ advocate for youth within the NSFRC. Bringing youth concerns, when they are raised, to the Board of Directors.

## PART 3B – ADDITIONAL COMMITTEES

### 3.B.1 – ACHIEVEMENT AWARD COMMITTEE (PERSON OF THE YEAR)

**Goal: Acknowledge the hard work of one NSFRC club member per year.**

Consist of at least 3 members; goal is to present an award yearly to a selected member – nominated by committee members OR other club members; committee will narrow down the pool of potential

candidates and provide a final list of 3, which will be presented to the BOD subject to simple majority approval. Once the BOD approves the 3 potential candidates, the membership will vote on who THEY feel should receive the award. The committee will solicit votes via email and handle all aspects of advertising, polling, voting, and ballot counting. Committee chair should work to present a yearly budget for ballot send out and award plaque/gift to be presented to final candidate. Committee is responsible for coming up with an award within the budget approved by the BOD. Candidate will be announced on October 1 and the award presented yearly at NSFRC Nationals.

### 3.B.2 – GUIDEBOOK COMMITTEE

**Goal: Continue to work on keeping the NSFRC Guidebook up to date and accurate, including handling any potential re-prints, edits, distribution, etc.**

The guidebook committee will be responsible for compilation, distribution, updates, and edits to the existing NSFRC guidebook. The guidebook should be maintained in a manner & format that is accessible to any & all NSFRC members. The guidebook committee should work closely with the website committee to ensure digitized guidebook files are kept for reference and access is available to all guidebook articles & information. Guidebook committee should be prepared to review & update the guidebook every 5 years as necessary. This should include updating a list of Convention & National show winners, and any updates & relevant information that need to be added.

### 3.B.3 – MARKETING COMMITTEE

**Goal: Create and maintain the “face” of the NSFRC with logos, artwork, merchandise, etc. Handle creation, storage, sales, and distribution of NSFRC merchandise.**

Consists of three members, committee shall solicit for and provide new artwork specifically for Nationals and Convention, and will maintain an inventory of readily available merchandise for club members.

### 3.B.4 – MENTORSHIP COMMITTEE

**Goal: Provide NSFRC members with a resource to network with and meet experienced breeders to expand knowledge and awareness about the SF breed. Create a database of volunteer breeders who will act as mentors to new breeders requesting mentorship.**

Consist of at least 3 primary members with multiple additional volunteer mentors and interested mentee-s.

Qualifications for breeders wishing to act as mentors:

- experience with the breed (preferably 3-5+ years)
- member of the NSFRC
- member of the ARBA

Solicitation of volunteers can be done via email: [mentorship.nsfrc@yahoo.com](mailto:mentorship.nsfrc@yahoo.com)

Requested Information:

Breeder Name, Rabbitry, Location, and brief bio

Continue to work on composing and updating a mentor list by state/location. The ultimate goal of the committee is to create a database/page/chat feed on the NSFRC website for mentees and mentors from across the Nation to be able to interface with one another.

### 3.B.5 – NATIONAL BID COMMITTEE

**Goal: The National Bid committee will review all bids for Silver Fox Nationals and present a final recommendation to the BOD.**

The National Bid Committee shall consist of *at least 5 (five) members*.

- The Committee shall *receive bids* for the yearly National Specialty Show and provide a *recommendation* to the Board, assist the host club to ensure the show rules are adhered to, appoint a judge, help procure awards if asked by the awards committee, and adopt and/or follow procedures necessary for the smooth and efficient running of the Show under the guidance of the NSFRC Vice President.
  - National Shows shall be carried out in accordance with the bylaws Article V – National & Convention Shows
- The Bid Committee will also be responsible for procuring bids for judges for the open & youth breed judging at the ARBA Convention each year – subject to the approval of the Board.
  - The following steps should be adhered to when obtaining bids for judges.
    - 1. *Three (3) members* of the committee should be designated by the National Bid Committee chair to locate the judges for open & youth judging.
    - 2. Upon locating judge(s) for both open and youth, an inquiry should be made in writing to said judges to confirm availability & willingness
    - 3. Upon receiving confirmation of availability and obtaining the names of judge(s) for open and youth for the ARBA convention, the names will be submitted to the NSFRC secretary.
    - 4. The NSFRC secretary will submit the names of the open and youth judge(s) to the host club of the ARBA convention for consideration. The final decision to hire these judges is the sole responsibility of the ARBA host club.
    - 5. The three (3) appointed members would work on selecting a judge for the ARBA convention a minimum of *1 year prior* to the convention, as directed by the committee chair.
- The NSFRC Vice President will work with the Bid Committee to assign duties for the ARBA Convention each year to members of the committee who will be present, or to other designated members who will be in attendance, subject to approval of the Board. These duties include:
  - Breed Superintendent: ramrod, responsible for runners, getting rabbits on & off of the table
  - Breed Chair: responsible for comment cards, recording weights of top 5 animals, etc. (Basically a judge liaison - works close by the judge to check ear numbers, etc.)
  - Breed Secretary: In charge of gathering supplies for showing: scale, paperwork, pens, hand sanitizer, etc. (may enlist help of breed chair), responsible for control sheets

- Booth Design – this person(s) handles design & creation of a booth theme for ARBA Convention.

### 3.B.6 – SWEEPSTAKES (SWEEPS) COMMITTEE

**Goal: Calculate sweepstakes year-end points each year accurately and in a timely manner to allow for the ordering of awards to hand out at Convention each year.**

See **Attachment A1** for full sweepstakes rules and recommendations.

### 3.B.7 – SCHOLARSHIP COMMITTEE

**Goal: Award one yearly scholarship to an active and eligible NSFRC youth member.**

- As chair of the scholarship committee, one should work with at least 2 other committee members to do the following:

- Advertise the youth scholarship via flyers at shows, ads to the FB Social Media Committee, etc.
- Reach out to all eligible NSFRC youth members on or before April 1 of each year to let them know about the scholarship & their eligibility (see p. 2 for example email)
- Revise scholarship application as needed to reflect the current chair of the committee
- Take in scholarship applications through the deadline (until July 1)
- Review all scholarship applications for accurate & adequate eligibility, completeness, and correctness (August 1)
- Present eligible scholarship applications to committee members for review
- Allow at least 3-4 weeks for review prior to voting (September 1)
- Create ballot for email disbursement to committee members & electronic voting (1 week)
- Keep record of votes and send a final PDF of the votes cast to NSFRC secretary to be kept on record
- Committee chair should also keep a copy of this PDF for their own records (for up to 7 years)
- Contact the official winner of the vote no later than October 1 of each year
- Write the announcement (at least a paragraph) for the official winner & present it (or designate another presenter) at ARBA Convention General Membership Meeting
- Keep track of yearly scholarship awards & any expenditures (p. 2) and submit anything for reimbursement to the treasurer in a timely manner per the C&BL (Attachment 1 – Reimbursement Form)

### 3.B.8 – SOCIAL MEDIA OUTREACH COMMITTEE

**Goal: Keep the NSFRC membership informed with regular Facebook posts, addition of content to website, live streaming of important club events (Nationals, Convention, meetings, etc.).**

Committee will work to keep the membership informed by creating regular posts on the NSFRC Facebook page (and any other forms of social media). Committee will live stream Convention & National judging whenever possible. Committee will work with other committee chairs & NSFRC BOD to create posts & content for members to view on any NSFRC social media platforms. Social media committee will

take note of important club deadlines (**Attachment A3**) and ensure the club is kept informed on important deadlines & other events within the club.

### 3.B.9 – WEBSITE COMMITTEE

**Goal: Maintain and edit the NSFRC website in accordance with requests by the NSFRC BOD. Work with sweeps committee to ensure regular updates are posted and that sweeps reports/calculations are correct. Work with other committee chairs as necessary to provide NSFRC membership with updated website content and information (mentorship, merchandise, etc.).**

The website committee is working on their own, specific set of guidance documents & guidelines. Please see **Attachment A4** for full website committee procedures.

### 3.B.10 – NEWSLETTER [COMMITTEE]

**Goal: Provide an accurate, reflective, informative NSFRC newsletter to club members at least once per year in a timely manner (quarterly if possible).**

While there is no provision for a newsletter committee as a standing committee in the C&BL, a newsletter is mentioned in 5 instances:

- Article V – Meetings: Section 2.

Notice of the time and place for holding such meetings shall be published in the NSFRC Newsletter and/or published electronically via websites and email and/or sent by mail to members at least 30 days prior to the date of the meeting.

- Article V – Meetings: Section 4.

Draft Minutes of General Membership Meetings shall be published in the next NSFRC Newsletter following the meeting to give the general membership time to review and add input if necessary. After 30 days, Final Approved Minutes will be published electronically on NSFRC websites. Copies of approved General Membership Meeting Minutes will be provided at the following year Annual Meeting.

- Article V – Meetings: Section 6.

The Board of Directors shall hold at least four (4) regular meetings per calendar year. Meetings shall be at such dates, times and places as the Board shall determine. Meetings may be conducted in person or via electronic format or teleconference provided all members have access to one or all methods of communication. Additional Board communication may include mail, email, fax or other methods that may become available provided all members have access to one or all methods of communication, including but not limited to Facebook Groups or other social media platforms. Minutes shall be sent to all Board Members via mail or email prior to the next meeting and shall be posted at the official NSFRC website and/or included in the NSFRC Newsletter after Board approval.

- Article III – Duties of Officers: Section 3.

The Secretary shall receive and act upon membership applications in a timely manner. Notify all members of meetings and elections. Keep an accurate record of minutes at all meetings. Such minutes

shall be sent to all Board Members via mail or email and shall be posted at the official NSFRC webpage and/or included in the NSFRC Newsletter. The Secretary shall act promptly on all correspondence directed to his/her office and shall consult the Board of Directors on such matters. Submit an annual report of the condition of the club. Consult and advise the Board of Directors of all matters of policy he/she deems unusual or advisable. The secretarial records may be reviewed annually upon notification by the President or through the President by the majority of the Board of Directors. He/she shall perform any such duties as directed by the Board of Directors or the President. The Secretary is to receive a monthly stipend from the club as reimbursement for club duties. The amount of reimbursement is subject to approval by the Board of Directors and should be approved by a two-thirds majority vote.

- Article III – Duties of Officers: Section 5.

The Board of Directors shall carry out the decisions voted by the club membership and transact such business as necessary for the welfare of the club. Each director shall be responsible for answering all correspondence addressed to him/her in a timely manner and shall consult to the Board of Directors on such matters. Each officer and director shall regularly submit articles and reports for the NSFRC Newsletter. The Board of Directors shall authorize expenditures, not exceeding the assets of the NSFRC. The Board of Directors shall make decisions as may pertain to the improvement of the NSFRC. All transactions by the Board of Directors must have a simple majority approval, except where noted differently.

It is the responsibility of the Newsletter Committee chair to account for everything mentioned above, as they are the BARE MINIMUM requirements for the newsletter. If a newsletter committee does not exist or has dissolved, it is the responsibility of the BOD to publish minutes and other relevant information to the membership on a regular basis as noted in the C&BL. NSFRC aims to publish on a minimum, once a year – as an end-of-year review, including sweeps results, show results, convention results, etc. When we have editors/committee chairs who go above & beyond, we can have multiple issues, plus bonus issues each year.

## Part Four: Other Tips & Tricks

Committees should attempt to hold, at the very least, “virtual” meetings (via FB/Messenger/Zoom/etc.) once a year at a minimum for less involved clubs (C&BL, Auditing, etc.), and once per quarter up to once per month as needed for more involved clubs (Show, Awards, etc.). Meetings should be accessible to all committee members (minimum 3 constitutes a meeting) and should be used for discussions, voting, planning, and other cooperative ventures of said committee. Committee chairs should be prepared to submit committee reports, with records of any votes cast/taken, decisions made, submissions to the BOD, etc. These reports should be submitted **ONCE PER QUARTER** regardless of the committee’s meeting schedule, no later than 1 week prior to each quarterly BOD meeting. Reports should be submitted to the NSFRC Secretary via email – [nsfrc.sec@gmail.com](mailto:nsfrc.sec@gmail.com)

Provide **DEADLINES** whenever things need to be completed in a timely manner, and allow for ample time (3-4+ weeks) for people to contribute or get involved. Send frequent reminders 2-weeks, 1-week, and 48-hours out from the deadline. Leave some grace period in your planning for late reports or contributions (ie. 1 week for late submissions if possible). Remember everyone is a volunteer and people forget. It happens to us all!