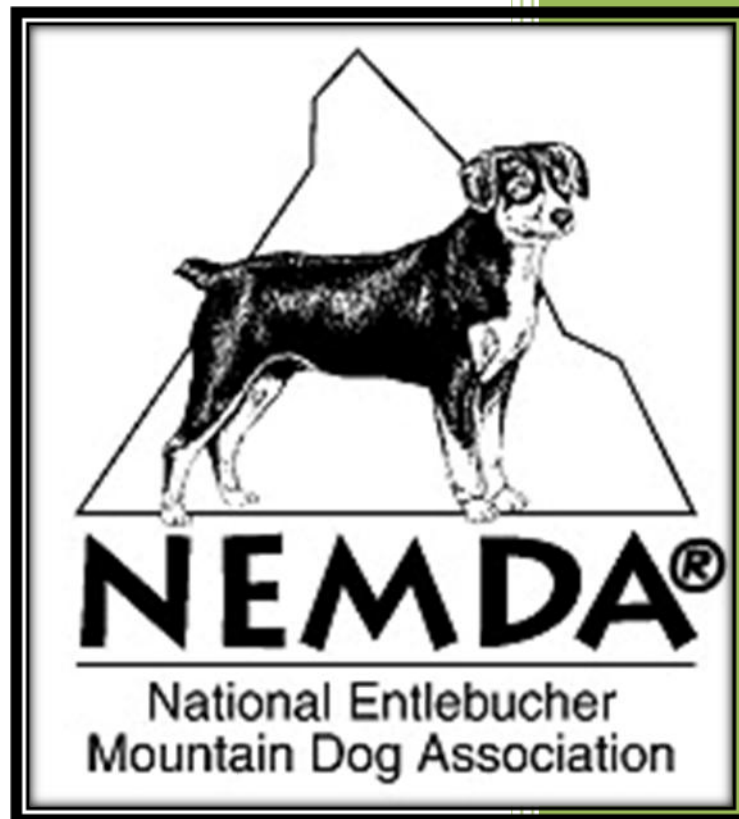


2013

NEMDA Guidelines for Officers, Directors and Committee Chairpersons



Prepared by: Jami Lockhart – Vice President
National Entlebucher Mountain Dog
Association
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These guidelines are in addition to those outlined in the Bylaws and Standing Rules. They are provided to assist Officers, Directors and Committee Chairpersons in performance of their duties and to assist the Nominating Committee in selecting candidates. A copy will be made available to members upon request.

It is requested that if, for any reason, members find that they cannot fulfill the duties and responsibilities of their position in a timely manner, the Officer, Director or Chairperson voluntarily resign their position. Delegating duties to willing members is an acceptable means of fulfilling duties, provided that the position holder takes ultimate responsibility for the completion and coordination with the board.

Board of Directors

The board shall be comprised of the President, Vice President, Reporting Secretary, Treasurer, and five other members, all of whom shall be members in good standing with residence within the United States or Canada. (See By Laws).

General Duties

All Officers and Directors shall vote on new members and motions presented for their consideration within the time period stated by the Secretary. All Officers and Directors shall attend Board meetings and Membership meetings. If unable to attend or participate, officers and directors shall notify secretary. At this point in time, most club business will be carried out by mail, fax or email. It is helpful if Officers, Directors, Chairpersons have access to email. Committee chairpersons are encouraged to attend or participate in meetings.

All Officers, Directors and Committee Chairpersons shall submit annual written reports on their year's work. These reports shall be compiled and printed prior to the beginning of the Annual General Meeting and shall be made available for review by the membership.

Make sure that all persons making a donation or otherwise deserving receive a thank you card and recognition in the newsletter.

NOTE: No Officer or Director of NEMDA may override the guidelines set out for any Committee Officers

Duties of the President

1. Maintain correspondence with the American Kennel Club, in all matters pertaining to the Entlebucher Mountain Dog and the position of Parent Breed Club.
2. Maintain other necessary correspondence to effectively oversee the organization and maintenance of the affairs of the Club.
3. Present motions to the Board and/or Membership for consideration.
4. Obtain reports from all officers and directors and forward to secretary for inclusion in agenda of all board meetings.
5. Preside at Board and Membership meetings and/or coordinate with Secretary to conduct club business by mail/email.
6. Submit agenda items to Secretary for compilation and distribution.
7. Obtain, compile and distribute copies of the written annual reports from all Officers and Directors prior to the Annual General Meeting
8. Write a President's message for each issue of the Newsletter, which includes information pertaining to the activity/decisions of the Board.
9. Submit annual budget to treasurer; submit income and receipts in a timely manner.
10. Oversee the annual selection of Board Members to serve on the Grievance committee.

Duties of the Vice-President

1. Secure nomination of candidates for Committee Chairperson Positions by October and submit to Board for approval at next meeting.
2. Notify Committee Chairpersons of their election and provide them with guidelines and assistance.
3. Obtain a list of committee members from each Chairperson and present to the Board; after approval, submit to the newsletter and to the Secretary (for inclusion in the Membership Directory).
4. Maintain regular communication with all standing committees. Notify the President of continuing committee work.
5. Act as liaison with the Board and all committees.
6. Obtain, compile and submit to Secretary for distribution, written reports from all committees prior to meetings.
7. Submit report of activities to President before each meeting, or as requested.
8. Submit annual budget to treasurer; submit income and receipts in a timely manner.

Duties of the Secretary

1. Submit report of activities to President before each meeting, or as requested
2. Coordinate with President and Vice President to provide Agendas for all meetings.
3. Prepare, coordinate and compile all documentation for quarterly meetings or special meetings
4. Keep, prepare and mail Minutes from all meetings of the Board
5. Create and submit meeting summary for the quarterly Newsletter
6. Keep official copy of Officer and Directors' annual reports.
7. Compile, print and distribute Annual Report.
8. Prepared Annual Meeting notice to be published in Club Newsletter
9. Assist in the preparation and presentation of the annual budget
10. Act as the contact person for NEMDA and refer all specialized questions to the right Chair or Director for information.
11. Submit annual budget to treasurer; submit income and receipts in a timely manner.
12. Circulate to all officers and directors all correspondence that is of interest to the club.
13. Once Corporate and/or Non-profit status is established, shall annually complete and submit by (date), to the State of (TBD), Office of the Secretary of State, the Statement by Domestic Non-profit Corporation, and to insure that a photocopy of this form be passed to each incoming Secretary.

Duties of the Treasurer

1. Manage the routine income/expenses for the Club.
2. Submit report of activities to President before each meeting or as requested.
3. Assist in the preparation and presentation of the annual budget.
4. Present and discuss finances with the Budget Committee annually.
5. Advise Board of any situations, which might lead to an emergency, relative to any financial area of Club work.
6. Follow Standing Rules as they apply to financial support of Board and Committee members.

Duties of Directors

1. Contact, in some way (by mail, e-mail, telephone or at shows and events.) new members in their areas to welcome them into the Club and to offer any assistance.
2. Contact Region members about membership renewal as needed by the Membership Chair.
3. Forward to the Vice President (and/or appropriate committee Chairpersons) the names of members in their area who would be willing to devote time to the NEMDA Club through various committees work.
4. Encourage and assist members in their area in becoming active in Club events and dog sports.
5. Encourage and support entries in Breed Conformation, Companion and Working Events.
6. Attend or participate in Board meetings and vote on Board business.
7. Submit report of activities to the President before each meeting or as requested.
8. Submit annual budget to treasurer; submit income and receipts in a timely manner.
9. Be available as a resource to the Rescue Committee
10. Serve on the Grievance Committee at least one year of the two year Director term.

Committees

The board may each year appoint standing Committees, and Committee Chairpersons subject to their final authorization to advance the work of the club in such matters as membership, public education, breed health and genetics, breed rescue, breed registry, dog shows, obedience trials and other fields which may well be served by committees. (See By Laws).

Duties of the Committee Chairpersons

1. Shall be appointed annually by the Board for one-year terms, which may be renewed at the discretion of the Board.
2. All proposed committee chairpersons approved by the Board annually need to have renewed their membership prior to the first meeting of the new Board. If chairperson is an EMD breeder, they must have current BCOE standing.
3. All past committee chairpersons need to turn over their records to the incoming chairperson of any given committee either at the Annual General Meeting or no later than 15 days after the new Board meeting.
4. Shall select members to serve on their respective committee, and forward the names of such members to the vice-president as soon as possible after Annual General Meeting, and no later than by the completion of the first board meeting of the year.
5. Shall send materials to the vice-president, which require presentation to the board.
6. Shall meet with committee members to discuss pertinent work areas and make recommendations for the New Year.
7. Shall develop and follow committee guidelines and standing rules as they apply to their specific committee area.
8. Shall provide the Vice President with committee reports before each meeting or as otherwise requested.
9. Submit annual budget to treasurer; submit income and receipts in a timely manner.

Committee Guidelines

AKC Liaison

Maintain contact with the AKC (American Kennel Club) on NEMDA's behalf. To help keep the NEMDA Board & Membership apprised of AKC information that pertains to & changes that affect, the Entlebucher Mountain Dog Breed.

1. Maintain communication with AKC to insure a continued & solid working relationship now & into the future.
2. Send AKC an update of the current NEMDA Board of Directors after the first of the year &/or if the Board changes throughout the year.
3. Send AKC an updated NEMDA membership list after the first of the year to be in compliance with AKC policy.
4. Research & inform the NEMDA Board or Committees of AKC programs, resources & opportunities available to assist club growth.
5. Inform the membership about AKC programs, resources & opportunities available to them & their Entlebuchers & how to take advantage of AKC benefits.
6. Try to stay knowledgeable about the AKC website; where & how to find information members or Board & Officers are looking for (or at least know what AKC department might be able to help with questions).
7. Oversee budget for projects pertaining to AKC.
8. Update the NEMDA website & Entlebook with information & articles where appropriate in a timely manner.
9. Maintain database of Entlebuchers who have earned AKC titles from information provided by AKC & forward the titles to Committee Chair that can use the information.

Breed Database Registry

1. Develop and maintain a Database Registry of Entlebucher Mountain Dogs of North America and dogs from other FCI recognized Registries of interest to the North American Breeders.
2. Maintain a Database of all EMD litters born in North America and share this information with the Breeding Committee as required by the NEMDA BCOE.
3. Input all pedigree information for North American owned dogs provided by members submitted with appropriate fees.
4. Develop an on-line database that provides as much information as possible on pedigree, health testing, genetics testing, titles and honors.
5. Coordinate with the Breeding, Membership and the Health & Genetic Committees to be sure all available information is entered for access in the on-line database.
6. Support Webmaster and Membership Chair in providing current database for members' online services.
7. All communication concerning the Registry database and policy information will be in writing via e-mail or letter

Breed

Shall maintain and protect the breed standard, facilitate the Code of Ethics program for breeders and otherwise support and promote ethical, quality breeding practices in order to preserve the health and future of the EMD.

1. Shall maintain and protect the breed standard by:
 - a) Observing and understanding the current EMD type being bred today and monitoring its adherence to the EMD breed standard.
 - b) Advising the Board if variance between present type and the standard is consistent and if continued variance could be detrimental to the utilitarian purpose and the health of the breed.
 - c) Recommending changes in the existing standard to the Board for consideration when the need arises.
 - d) Assuring that BCOE breeders are educated in the breed standard and any standard changes as they occur and that they are advised when significant breed standard variances begin to commonly occur in breeding lines.
 - e) Providing education information and materials for and otherwise coordinating conformation judge education.
2. Shall facilitate the Breeder's Code of Ethics Program by:
 - a) Maintaining and promoting the Code of Ethics
 - b) Recommending changes in the Code to the Board to assure that the Code keeps pace with the current body of knowledge relating to breed health, genetics and technology
 - c) Reviewing BCOE applications and making recommendations to the Board.
 - d) Reviewing annual breeder reports and assuring continued breeder code compliance.
 - e) Reviewing violations or charges of violations and bring found major violations to the attention of the Board.
 - f) Maintaining the Breeder Referral List and notifying the webmaster of required changes.
 - g) Maintaining and updating the Breed Book.
 - h) Assisting applicants and current COE breeders with referrals, breeding and pairing information, advice and support as requested and appropriate.

CEBA

CEBA's vision is to provide an educational and informative program for NEMDA members in a relaxed, non-competitive atmosphere where Entlebucher owners, be it pet or breeder, will receive a thorough assessment of their dog through the CEBA Conformation and Temperament Evaluations. We have tailored this educational resource to bring the owner and judging team together in a novel hands-on experience to increase each owner's knowledge and understanding of their dog's conformation and temperament. Owners have the opportunity to learn how their dog compares to NEMDA's Breed Standard, which in turn will support and preserve the health, future, and well being of the EMD.

1. CEBA will present and coordinate CEBA's Conformation and Temperament evaluations at Entlefest. In the future, when funding and staffing allows, we hope to expand these offerings to Entle Days, regional events or other Swiss Day activities to offer more opportunities for members to participate.
2. CEBA programs will be coordinated with Entlefest hosts and committee chairs to ensure CEBA evaluations are spaced by date, time and location to best serve the membership.
3. CEBA will oversee the selection and arrangement of accredited judges and evaluators for Conformation and Temperament evaluations.
4. Prior to judging and evaluation assignments (2 weeks?) CEBA will provide judges/evaluators with informational packets, which will include CEBA's objective and procedures along with the official Entlebucher Standard of the American Kennel Club and evaluation documents.
5. Direct judges to NEMDA's 'Judges Education' to assure their understanding of the current EMD type.
6. Ensure judges conduct themselves in an unbiased and professional manner.
7. Ensure judges receive a certificate of participation listing date, location, and number of dogs evaluated.
8. Send a 'thank you' to CEBA judges, evaluators, and donors.
9. Solicit and coordinate attendee questionnaire comments for CEBA's records and quarterly report.
10. Organize, maintain, and hold in safekeeping all original CEBA conformation and temperament evaluation documents. Provide CEBA participants with their personal copy of the evaluation document.
11. Purchase and present CEBA participation collar tags for dogs completing the temperament and or conformation evaluations.
12. Ensure correct and complete information about CEBA is readily available to members and general public.
13. Publicize and promote CEBA's program through NEMDA website and Entlebook articles, and displays at events.
14. Act as liaison for the club in matters of public education and awareness of CEBA's program.
15. Assist in development of policies for distribution and access of CEBA evaluation documents for on-line database.
16. Maintain CEBA financial records. Provide the NEMDA Treasurer with a comprehensive account detailing expenses, gifts, fundraising, and income. CEBA's long-term goal is to become self-funded.
17. Meet with CEBA committee members to discuss pertinent work areas and make recommendations for the New Year.
18. Provide a quarterly report of CEBA activities to the NEMDA Board.

Drafting

1. Coordinating and presenting of NEMDA draft tests at Entlefest, Entle Days, Regional Events or other Swiss Day Activities wherever the time and interest allows. These events can include other Swiss breeds or be limited only to our Entlebuchers.
2. Hold NEMDA draft tests until such time as there may be Regional Clubs. Regional Clubs will have to apply to the executive board of NEMDA for permission to hold draft tests. All approved tests must conform to the rules and regulations as set out by NEMDA. Only a regional club whose president, vice-president, secretary and treasurer are members in good standing of NEMDA may hold a draft test.
3. All American Kennel Club (AKC) Dog Show Rules and Regulations, American Kennel Club Obedience Regulations, and the Constitution and By-laws of NEMDA shall apply to all persons and dogs except as these NEMDA Draft Test Regulations direct otherwise.
4. In Canada the rules and regulations of the Canadian Kennel Club shall apply. A copy of each of these shall be at the site of the Draft Test and available to the judges, handlers, Draft Test Committee and personnel. A copy of these NEMDA Draft Test Regulations must also be at the Test site and available to the aforementioned persons. It is the responsibility of each handler to be familiar with these materials prior to the Draft Test.
5. Written approval of the NEMDA Draft Work Committee (DWC) must be obtained to hold a Draft Test in which dogs earn NEMDA draft titles. Only NEMDA and its recognized regional clubs may sponsor Draft Tests.

E-Group Monitor

1. Operate and maintain the NEMDA Entle Forum as instructed by the Board and in accordance with NEMDA Rules and Regulations, including Forum Guidelines
2. Welcome all new Forum Members
3. Ensure that the Entle Forum is a safe and welcoming place for all Forum Members to contribute
4. Assist Forum Members in maintaining their own contributions to the Forum, and in administering the properties of their Membership in the Forum
5. Maintain Forum messages, files, photographs, videos, and other media so that they are accessible to all Forum Members
6. Remove any messages or other media that do not comply with Forum Guidelines
7. Remove any members that willfully do not comply with Forum Guidelines (after suitable warning, if appropriate; spammers are to be immediately banned)
8. Encourage use of and interaction with the Forum (including its Archive, Files, Photos, etc.) and other NEMDA facilities, functions, and staff
9. Direct members to other NEMDA communications media (i.e., NEMDA website, Entle Rescue website, the Entlebook), associated media (e.g., Opticon's website), specific Committee Chairs, Officers, or Board Members for detailed information or action on specific topics that arise on the Entle Forum
10. Convey information to the Forum Membership as instructed by the Board
11. Conduct surveys on the Entle Forum as requested by the Forum Members and in the judgment of the Forum Monitor, or as instructed by the Board, and report the results to the Forum Members and the Board
12. Coordinate with other Committee Chairs to announce NEMDA events and information on the Entle Forum, and to support NEMDA activities (e.g., Calendar creation, awards nominations, Entle Rescue)
13. Periodically initiate useful and fun discussions within the Forum
14. Report to the Board quarterly on the operations of the Entle Forum

The "banner" atop the Forum website page shall read:

Welcome to the National Entlebucher Mountain Dog Association (NEMDA) e-group for Entlebucher owners, breeders and friends. The Entle Group is designed for the sharing of information, stories, personal contacts and pictures among the owners of Entlebucher Cattle Dogs, but please no puppy or dog sale advertising. We will also be discussing NEMDA issues, rescue dogs, club activities and upcoming events. Messages should be EMD-related. If sending an image, please consider that some subscribers (and this E-Group) have limited computer resources; please limit images (e.g., postings, videos and

photos) to 50kb or less (no matter how cute your Entle). Participants shall not defame other participants, dog clubs, members, breeders, exhibitors or their dogs. In addition to supporting this E-Group, NEMDA supports its members through research into genetic disease of the Entlebucher, training help, rescue, re-homing and fun activities and of course a great quarterly newsletter. Join at <http://www.nemda.org>

All postings to the Entle Forum shall comply with the following restrictions:

1. Messages should be EMD-related.
2. Participants shall not defame other participants, dog clubs, members, breeders, exhibitors or their dogs.
3. Participants may make incidental mention of their dogs and plans with respect to breeding, within the judgment of the Forum Monitor and the Board.
4. No participant may announce that they have a litter planned, coming, available, or puppies or an older Entle available, with the exception of Entle Rescue situations.
5. Dogs possibly suitable for Entle Rescue or re-homing should be reported initially to rescue@NEMDA.org
6. Rescue dogs should only be announced by Entle Rescue staff, though messages about activities surrounding any rescue dog are suitable for general posting by any Forum Member.
7. Puppy marketing practices and information, including prices, may not be posted. However, subject to the judgment of the Forum Monitor and the Board, messages may be posted which are directed toward countering the actions of "puppy mills", especially web-related and auction puppy sales activities.
8. No message, photo, video or other media may exceed 50 KB in size.

EUS

Educate Entlebucher owners and the general public about Entlebucher Urinary Syndrome (EUS) and foster research directed towards understanding and preventing the disorder.

1. Ensure that correct and complete information about EUS is readily available worldwide
2. Give support to owners of Entlebuechers afflicted with EUS
3. Educate owners and breeders that the mode of inheritance of EUS remains unknown
4. Serve as liaison between NEMDA and the Michigan State University veterinary and genetic research program on EUS, and others doing similar research, to foster linkage between Entlebucher families and the expertise of the researchers
5. Manage funds raised by NEMDA to support EUS research and report expenditures of the funds to the treasurer and NEMDA board

Event Committee Chair

Over-see and assist the Entlefest Chair (Host) and Regional Directors for Entle Days.

1. Coordinate with each Director initiating annual or more Entle Days in their Region
2. Send out and collect Entle Day Request Forms to/from requestors
3. Assure Entle Days are spaced by date and location to best serve the entire membership
4. Send each Request, approved by the committee, to the Board to include location, date, activity and proposed budget
5. Oversee the budget for all Events. All Events should be self-funded through raffle, auction and/or a determined attendance cost/fee to participants
6. Upon reimbursement of expenses in holding an event, and distribution of donations to their appropriate General Ledger, the Event Chair will place all remaining profits/proceeds into the General Fund. The Event Chair will report to the Board the amount placed into the General Fund. The Board will then determine the distribution from the General Fund as necessary
7. Acquire and disseminate, to the Website & Entlebook Chairs, information, articles and photos from an Event in a timely manner, usually within 30 days
8. Ensure that the financial 'books are closed' on each Event

9. Account to the Treasure the profit or loss of each Event
10. Maintain “Event details” to include but not limited to event procedures, attendance, Entle’s, financials, fundraising, gifts, expenses and income

Genetics and Health

Assist breeders and members in monitoring and understanding health and genetic diseases unique to the Entlebucher Breed.

1. Assist the Breed Committee in the formulation and execution of a North American Entlebucher health survey to be performed once every 10 years.
2. Use data from the survey and other reliable data sources to set priorities for the investigation of and resource expenditures necessary for solving health issues.
3. Advocate for prioritizing health or genetic issues in the following order: fatal or painful, disabling, shorten lifespan, alter appearance.
4. Educate breeders and members on the priority health issues, and provide one-to-one support as needed for breeders or members dealing with health issues in their dogs.
5. Coordinate with the Breed Committee and Database chair to make accurate breed information available to the public on request.

Grievance Committee

1. The Grievance Committee will be made up of three Board members who are appointed by a majority vote of the Board every January. These members will conduct themselves in an unbiased and professional manner to the best of their ability.
2. The Committee will investigate disputes brought to the Board by a member(s) and to research all pertinent information relating to the dispute.
3. The Committee shall assist the parties involved to resolve the issue in person or by phone, not via email, before the Committee will consider the situation.
4. The Committee will investigate violations of the Code of Ethics and to relay these findings, and suggested penalty to the Board for its decision.
5. If a Grievance Committee member becomes a complainant or defendant themselves at any time, they will be removed from the Grievance Committee by the Board and the Board will select an interim replacement member until which time any and all evidence has been established false and/or unproven.
6. The power of this Committee does not supersede Article VI Section 2 of the by-laws of NEMDA.

Guthrie Award

The purpose of the Guthrie Award committee is to honor the long-term accomplishments of dog-handler teams in performance sports, and motivate them to stretch into new areas of performance sports.

1. Maintain a spreadsheet listing titles earned by AKC-registered Entlebuchers and NEMDA-member Entlebuchers. There is no prerequisite on titles included in the database, but titles earned outside the AKC need to be reported and documented by a dog's owner or handler. This spreadsheet will be maintained in a "cloud" program that can be accessible to members of the Guthrie and Versatility committees.
2. Contact NEMDA members who have earned two titles that qualify for the Guthrie to let them know they only need one more title, and to offer support in exploring a third sport.
3. Contact members who have qualified for the Guthrie and invite them to submit the Guthrie Award Form so they can be presented with their award at Entlefest.
4. Design, order, and present the awards at Entlefest.
5. Update the Guthrie Award guidelines as necessary.
6. Notify the NEMDA board and regional directors of any changes or updates for distribution to the general membership.

Maintain and update Guthrie Award-related content on the NEMDA website.

Historian/Archivist

1. Solicit, organize, maintain a written inventory of, and hold in safekeeping, information and memorabilia of historical value pertaining to the EMD and NEMDA.
2. Provide the President and the Secretary with updated written information and list of memorabilia annually.
3. Oversee exhibition of such items at club events.

Membership

Maintain NEMDA memberships.

1. Update the Membership Database, maintain Membership Applications and provide member information to Reporting Secretary for inclusion in Information Packets
2. Present membership application(s) to the President prior to Board approval. Include applicant's name, contact information, dogs' full name(s), dogs' registration number, and type of membership applied for. Each application is to be addressed at the first meeting of the club following its receipt or within 30 days.
3. After board approval of member, add new member to membership database and file.
4. Mail the New Member packet to include:
 - a. Membership and E-Group Welcome letters
 - b. Membership/Board and Committee Directory
 - c. Member's and Breeder's Code of Ethics
 - d. Eliminating Heritable Eye Disease in Purebred Dogs, What happens to a Radiograph at the OFA: The submission and Evaluation Process, OFA Hip Database, Optigen, A Pocket Guide to Judging Entlebucher Mountain Dogs, The Entlebucher and EUS, and NEMDA: The AKC Parent Club.
 - e. OFA Application for Hip/Elbow Dysplasia Database
 - f. NEMDA Application for Single Registration
 - g. NEMDA Decal
5. Maintain a membership directory, print and distribute to membership members annually
6. Provide quarterly rosters to secretary, newsletter editor, and board and committees

7. Forward any names to other committee chairs for assistance with their committees, or to the Vice-President for new committees or general committee interest or questions
8. Send membership dues and donations to Treasurer
9. Send a 'Thank You' card to donators
10. Refer any regular business correspondence to secretary
11. Provide written Membership Renewal reminder insert to the Newsletter Editor for November issue.
12. Submit annual Membership Renewal notification in October to members.

Newsletter Editor

1. Provide an educational and informative resource for EMD enthusiasts by coordination and solicitation of articles and advertising and the publication and distribution of quarterly Newsletter "*Entlebook*".
2. Furnish accurate records regarding advertisements and other finances of publication to the Treasurer.
3. Censor articles and advertisements which contradict the Constitution, by-laws and/or Standing Rules of NEMDA, or which defame the character or reputation of any NEMDA member. To exercise discretion in the selection and editing of materials for appropriateness in supporting club goals. Articles, which focus on personal achievements, other than their direct contributions to the club maybe, edited or refused.
4. Newsletter to be published in February, May, August, and November with mass mailing (to all known Entlebucher owners) at board's discretion. All regular mailings will be to the members and special clubs only.
5. Whenever possible, all required correspondence between board and membership including meeting highlights and financial reports shall be included in the newsletter. Editor shall publish deadline for upcoming newsletter at each meeting and in each prior newsletter.
6. Coordinate and follow-up on annual membership dues insert reminder with the Membership Chair.
7. Last edition of the year
8. First edition of the following year for the reminder

Nominations

Oversee the process of the annual nominations of the NEMDA club officers to ensure that all positions are filled for the next term, including any vacancies that occur during the year.

1. Coordinate the list of upcoming terms that come due at year end
2. Responsible for contacting each person whose term is up to see if they will stand or step down from their position
3. Initiate the call for nominations and submit material into the July issue of the ENTLEBOOK in a timely manner
4. Follow-up after the deadline for nominations (October 15th) to complete the ballot for mailing if required
5. Coordinate biography material on each nominee
6. Assemble material and print the ballot
7. Coordinate the mailing of the Ballot to all members either through the ENTLEBOOK mailing or by regular post by November 1
8. Coordinate with the independent accounting firm for the calculations of ballots
9. Assemble the material from the Independent accounting firm and report to the Board of Directors of the final results by the first Board meeting of the following year.
10. Announce the positions filled for the next term to the members in the January issue of the ENTLEBOOK in a timely manner.

PRA Committee

Educate Entlebucher owners and the general public about PRA and other ocular disease affecting the Entlebucher Mountain Dog.

1. Ensure that correct and complete information relating to the successfully completed PRA/DNA Entlebucher Mountain Dog Research Project is readily available worldwide.
2. Give support to owners of Entlebuchers afflicted with PRA, and assist with the process of making life safe and successful for both the Entlebucher and their owner(s).
3. Maintain the PRA E-Group for owners of PRA afflicted Entles.
4. Educate owners that CERF tests are still required. This test is not just for PRA, but also diagnoses a range of other canine ocular problems and disease.
5. Educate owners that exceptional Pattern C dogs and bitches can still be bred. Work with the Breed Committee and owners to suggest suitable Pattern A matches.
6. Assist and update the website whenever necessary regarding PRA and other canine eye disease.
7. Maintain owner education by means of Entlebook articles, regarding DNA Testing, yearly CERF Exams, PRA news, and OptiGen updates etc...

Publicity & Promotions

1. Generate appropriate publicity for the club for the purpose of providing accurate breed information to the public.
2. Act as liaison for the Club in matters of public education and awareness
3. Correspond with any dog magazines regarding features on the breed and notify the board about requests.
4. Obtain Board approval of all new club advertisements
5. Publicize and promote the EMD and NEMDA through article and display items which are available for purchase by the members and general public and to keep track of such advertising items up-to-date.
6. Submit to the Newsletter an update of Club Items for Sale
7. Promote NEMDA to owners and breeders protecting the interests and growth of the Entlebucher Mountain Dog in North America

Rescue

1. NEMDA will provide rescue or re-homing assistance for any purebred Entlebucher Sennenhund residing in North America regardless of age or paperwork. This would include owner placements as well as strays or abandoned dogs. Determination of effective purebred status for dogs without paperwork will be at the discretion of the Committee. Specific methods of identification include:
 - Recognized original pedigree
 - Microchip or tattoo (permanent ID)
 - Physically fits within the Breed Standard
 - Conclusive DNA test
2. If a permanent identification method is not available, an interview with the relinquishing families shall:
 - provide specific parentage information which can be confirmed ("verbal pedigree")
 - confirm that dog had been purchased as a purebred Entlebucher
 - determine owner had papers, but lost them
 - determine owner has papers of one parent and verbal knowledge of the other
 - papers of both parents, without litter registration

3. If a reasonable determination cannot be made that this dog is a purebred Entlebucher, then NEMDA will not take possession and an alternative Rescue Organization may be contacted.
4. NEMDA will provide phone referral and support, physical evaluation, acceptance and placement of dogs, foster homes, public education and lost and found assistance. If foster homes are not available, and boarding costs exceed \$100, Rescue Chair approval will be required before a dog can be accepted. Home to home transfer shall be given preference over foster homing where practical.
5. Basic medical care will be provided when necessary (including Rabies, DHLPP and neutering/ spaying if dog is not already altered) for all dogs accepted or placed by NEMDA.
6. NEMDA reserves the right to deny re-home or rescue assistance when there is known behavior issue that could jeopardize the safety of people or livestock in a new home. Should such known information be withheld from NEMDA by the relinquishing party, NEMDA will pursue legal recourse should it be necessary.
7. Rescue Chair will identify and maintain a list of adoptive homes that meet the following criteria:
 - a) Is a home owner or has landlord's written consent
 - b) Has a fenced yard or can provide other alternative such as electric invisible fence
 - c) Understands breed characteristics and needs
 - d) All family members are in agreement about adopting a dog and, ideally, at least one family member has owned a dog before.
 - e) The completed Adoption Application indicates that the family is suitable for an Entlebucher
8. NEMDA may provide follow-up services including assistance in finding a veterinarian, trainer, behaviorist, training resources, providing emergency assistance. NEMDA will also assist in the event of another re-home. New owners shall be contacted within the first two weeks to remind them of assistance available, then contacted again after six months; yearly thereafter. New owners will be given a year's membership to NEMDA, introduced to the Entle e-group and encouraged to participate in club activities.

Show

The Show Committee is responsible for the Parent Breed Club National Specialty, Parent Breed Club Specialties, Supported Entries and NEMDA Member Only Fun Matches.

The Board shall vote on a nominated Show Chair.

All members of the Show Committee are eligible to participate and show in the National Specialty, Parent Specialties or at shows with supported entries as long as that committee member is not holding the title of Show Secretary for that event.

The Show Committee:

1. Shall submit a show budget to the Board for each calendar year and keep precise accounts of all monies spent and collected for the club Treasurer.
2. Shall coordinate the AKC National Specialty Show with the Entlefest Chair. No other organized events shall be staged at Entlefest during the Annual National Specialty Show.
3. All rules and regulations regarding AKC dog shows as stated in the most current AKC Dog Show Rules and Regulations, Dealing with Misconduct at AKC Events, and the AKC Obedience Regulations will be observed and enforced during the National Specialty and at Parent Specialties and at NEMDA Member Only Fun Matches.
4. Shall coordinate Parent Specialties and Supported Entries with the Regional Directors and members.

5. Shall notify the NEMDA Board as soon as plans are confirmed concerning all NEMDA sponsored or Supported shows as to location, date, classes offered and budget.
6. Shall contract with the judge(s) selected by the Judges Selection Committee for the Parent Breed National Specialty. The Show Committee shall coordinate with the Judges Selection Committee, the Show Secretary, Breed Committee and the CEBA Committee to ensure proper contracts are signed and filed, judge hospitality is provided at the show venues, judges training is available as needed, and if the judge will participate in the CEBA or other programs.
7. Shall contract with the judge(s) selected for A Parent Specialty as selected by the Judges Selection Committee per the Committee Guidelines below.
8. Shall consult with the Judges Selection Committee in selecting a judge for Sweeps and Beginner Puppy when these classes are offered. The Show Committee will make the final selection of judges for these venues.
9. All contracts with the Show Secretary and Judges will be signed by a member of the NEMDA Executive Board who will not be showing at the venue of contract. The contracts will be submitted to the NEMDA Secretary for filing.
10. Shall coordinate with the Trials Chair and Show Secretary to ensure all paperwork required pre and post show is submitted with fees paid in a timely manner to the AKC.
11. Shall coordinate with the Trials Chair and Show Secretary to be sure that the Premium, Judging Program and Show Catalog are completed in a timely manner as per all rules of AKC.
12. Shall ensure that all ring equipment, ring stewards and proper paperwork required for a sanctioned show are on the grounds and ready before the show begins.
13. Shall work with the Entleladen Chair, or other designated club member, to coordinate obtaining class sponsors and to provide the approved ribbons, trophies and awards for each show or supported entry.
14. Shall oversee Entlefest Member Only Fun Match and coordinate with Regional Directors or members for Entleday NEMDA Member Only Fun Matches.
15. NEMDA Member Only Fun Match Guidelines:
 - The Show Committee shall choose the judge(s) for the Entlefest Member Only Fun Match. Regional Directors and members may choose the judge(s) for an Entleday Member Only Fun Match.
 - A Conformation Handling workshop shall be offered prior to any NEMDA Member Only Fun Match staged at Entlefest.
 - The NEMDA Member Only Fun Match shall be open to all member Entlebuchers, intact or altered, over 6 months of age excluding all Champions of record and Entlebuchers holding 5 points or more towards a sanctioned Championship.
 - Ribbons shall be awarded first to fourth and all participants will receive a Small Ring Favor.
 - Registration shall be open on the day of the event.
 - A \$5.00 entry fee may be charged to cover ribbons and ring favors if a class sponsor is not procured to offset the cost of the Match.

Judge Selection Committee

1. The Judge Selection Committee (JSC) shall be composed of six members in good standing. One of the six will be a non-voting member and serve as Facilitator. Members will choose the Facilitator.
2. Each member shall research and nominate two qualified judges for consideration to judge at the National Specialty Show. Each member shall submit a bio of their judges along with reasons why they choose them. Members are encouraged to nominate judges that are local/within driving distance of the show site. Nominations are to be submitted to the Facilitator by May 15th.
3. The JSC will then select four of the ten nominees to be placed on a ballot for the membership vote. This decision will be made by a consensus of the JSC by June 15th. If needed a vote may take place.
4. The ballot of the four nominated judges will be published in the August Entlebook. NEMDA members vote for one judge and respond to NEMDA no later than September 30th.
5. NEMDA will verify the results. The JSC Facilitator will announce the winning judge in the following Entlebook.
6. In the event that a judge declines the next judge in line will be contacted. Process will be completed by October 15th.
7. A National Specialty Conformation judge will not judge Conformation at another National Specialty for four years. The judge will not accept any EMD judging assignments 60 days prior to the National Specialty with the exception of Group level.

Training Committee

Provide training information and resources to NEMDA members.

1. Accumulate training materials and provide to interested owners
2. Submit training information for publication in club newsletter
3. Provide training assistance, also to help find local trainers
4. Coordinate with and provide support to Rescue Committee

Trials

The Trials Committee is responsible for Companion Events at the Parent Breed Club National Specialty, Regional shows, and supported entries. The Trials Committee will oversee Obedience, Rally, and Agility trials. The Trials Committee will also oversee Parent Club awards offered to dogs that have completed the eligibility requirements for such awards.

1. Shall submit a Trials budget to the Board for each calendar year and keep precise accounts of all monies spent and collected for the club Treasurer.
2. Shall coordinate Companion events held at the AKC National Specialty Show with the Entlefest Chair and Show Chair. All rules and regulations regarding AKC dog shows as stated in the most current AKC Rules Applying to Dog Shows and the AKC Obedience and Rally Regulations will be observed and enforced.
3. Shall coordinate Parent Specialties and Supported Entries with the Regional Directors and members. All rules and regulations regarding AKC dog shows as stated in the most current AKC Rules Applying to Dog Shows and the AKC Obedience and Rally Regulations will be observed and enforced.
4. Shall notify the NEMDA Board of all shows as to location, date, classes offered and budget. Shall coordinate with Directors of the region where a club sponsored trial is being proposed to determine interest in the area and, if approved, to encourage participation in NEMDA sponsored events.
5. Shall select and contract with the judge(s) for the Parent Breed National Specialty. The Trials Committee shall coordinate with the Entlefest Chair, the Show Secretary, Training Committee and the CEBA Committee to ensure proper contracts are signed and filed, judge hospitality is provided at the show venues, and if the judge will participate in the CEBA program.

6. Shall ensure all paperwork required pre and post show is submitted with fees paid in a timely manner to the AKC.
7. Shall work with the Show Chair and Show Secretary to oversee the Premium, Judging Program and Show Catalog as per all rules of AKC. **2 | Page** June 2013
8. Shall ensure that all ring equipment, ring stewards and proper paperwork required for a sanctioned Trial are on the grounds and ready before the Trials begin.
9. Shall be responsible for soliciting sponsors for ribbons and awards as well as working with the Entleladen Chair to provide the approved ribbons, trophies and awards for each trial or supported entry.
11. Shall oversee the Versatility Award Committee.

Translation Committee

1. Assist in the translation of pertinent material from German to English as requested from NEMDA
2. Review materials that have been translated to ensure correctness before being sent out by NEMDA

Versatility Award Committee

Entlebuchers are tremendous working dogs that can excel in many different aspects of “work.” To encourage and celebrate members who train and compete with their Entlebuchers in multiple sports, NEMDA offers Versatility Awards recognizing these team’s accomplishments.

The Versatility Awards are a multi-tiered Award program that advances with the achievements earned by the dog. By including a Beginner Award NEMDA seeks to entice our members to try many of the performance options available. The Advanced Award recognizes that special dog and owner team who excel in many venues!

To qualify for a Versatility Award, the Entlebucher Mountain Dog must be registered with the American Kennel Club or the Canadian Kennel Club; be owned by a member of NEMDA at the time the award is given; and the dog must have earned the minimum title listed in a performance category. Versatility Awards recognize Entlebuchers who earn three titles in various events. Titles from activities not listed below may qualify towards NEMDA’s Versatility Awards at the discretion of the Versatility Committee. NEMDA members are responsible for alerting the committee of eligibility.

Versatility Awards (VBA, VA, VEA)

Recognizing combinations of conformation and performance titles earned in AKC and other dog sport organizations.

- Versatility Beginner Award (VBA) = Introductory titles from 3 different categories such as RN, BN and FD.
- Versatility Award (VA) = Primary level titles from 3 different categories such as CD, RA and CH.
- Versatility Excellent Award (VEA)= Advanced titles from 3 different performance categories.

Higher-level titles may be substituted for any lower level titles; titles are not limited to those listed on the chart below.

Category	Beginner Award	Versatility Award	Excellent Award
Conformation	International Champion	AKC or CKC Champion	AKC Grand Champion or foreign kennel club equivalent
Tracking	Certification	TD	TDX, VST
Obedience	BN	CD	CDX
Rally	RN	RA	RE
Therapy	20 hours	THD	THD plus 100 additional hours.
Agility	Novice Title from any Agility Venue	Intermediate Title from any Agility Venue	Advanced Title from any Agility Venue
Herding	Instinct Test	PT (AKC), JHD (AHBA) or STD (ASCA)	Any Advanced AKC, AHBA or ASCA herding title
Nose-work	NW1	NW2	NW3

Coursing	CA	CAA	CAX
Fly-ball	FD	FDX	FDCH
Freestyle	Beginner A or B (on or off lead)	Novice	Intermediate
Drafting (Offered by various breed clubs)	Introductory level drafting, may be on lead	Novice level Draft test, must include off-lead cart work	Advanced level draft test

Web Site

Develop and maintain a website to provide information to the public about NEMDA, its goals and objectives.

1. Coordinate with Board and Committees to obtain information to be included and updated on website including club, board and committee contact information, public education information for all club areas, club and committee forms, and links to related sites
2. Explore and present to the board any new technologies that may improve NEMDA's ability to serve the breed and membership
3. Configure website so that it is accessible to and reachable by as wide an audience as possible

Possible Future Committees

Budget and Finance

1. Obtain a preliminary budget for the forthcoming year based on past years' budgets and/or expenses. Money allocations should be estimated for various departments.
2. Be responsible for compiling financial reports annually.

Bylaws

1. Monitor and maintain the by-laws in a viable manner in relation to the needs of the Club
2. Research, update and record all Standing Rules set by the Board and/or General membership

Chapter Clubs – To be developed in the future

International

Provide communications and relations between NEMDA and similar organizations in other countries.

National Show

Supervise, plan and work with National Convention Coordinators in all matters relative to the Annual Specialty Convention.

Obedience Subcommittee

Guidelines Pending

Temperament Subcommittee

Guidelines Pending

Tracking Subcommittee

Guidelines Pending

Agility/Fly-ball Subcommittee

Guidelines Pending