

# Pygora Breeders Association: Organization Job Descriptions

## President

1. Shall have the general powers and duties of management usually vested in the office of President of a corporation.
2. Shall be Chief Executive Officer of the Association and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and offices of the Association.
3. Presides over Board and membership meetings.
4. Prepares detailed agendas before every Board meeting, these agendas may be sent to a licensed Parliamentarian for review and then supplied to Directors before the meeting.
5. Keeps the Board informed, and responds to all communications from members or others in a timely manner.
6. Writes a President's column for each issue of the PBA Newsletter.
7. Is an ex-officio member of all committees.
8. Appoints all non-elected positions, subject to the approval by the Board of Directors.
9. Manages the filing, processing and tracking of complaints.
10. In the absence of the Treasurer, countersigns checks over \$1000.00 for the Registrar/Treasurer.
11. In addition to Board of Directors Job Description item E, informs the Vice-President and Registrar when unable to perform duties for longer than a 2-week period (away from home, ill, etc.).

## Vice-President

1. Assumes all presidential duties when the President is unable to perform them.
2. Responds to all communications from members or others in a timely manner.
3. Supervises all committee chairs and other appointees.
4. Keeps on file applications for positions not currently open.
5. Solicits all committee and other reports prior to a Board meeting and e-mails copies of these reports to all Directors for review before the meeting.
6. Notifies each Committee Chair and other appointees of that person's approved calendar year budget.
7. After each Board meeting, notifies each Committee Chair and other appointees of motions or decisions affecting them.
8. Works with the Registrar to update and maintain the Operating Manual.
9. Receives current Internet account information, including billing information and account passwords from the webmaster.

## Registrar

### **1. DAILY OR WITH FREQUENCY**

#### Registry

- Registry work to be turned around in 4 weeks unless RUSH.

- Processes registrations, transfers, herd names, and certificate corrections (mails and files).
- Fill orders for PBA forms and publications, gift certificates, labels, pedigrees, herd name lists, and herdbooks & updates.
- Checks and records PGCH names submitted by Show Secretary.

#### Membership

- Processes mail as above. All non-registry work to be handled within 14 calendar days.
- Processes new applications, sends literature to potential members.
- Answers telephone calls, provides information on PBA and/or Pygora goats, any needed assistance on paperwork, and reads & responds to e-mail.

#### Financial

- Keeps PBA books current, makes bank deposits, pays bill promptly (obtaining a joint signature for amounts over \$1,000.00).

#### Administrative

- Complies with disaster backup protocol.
- Purchases supplies and inventory to maintain the Central Office. Maintains a stock of PBA publications.
- Updates Central Office forms as needed.

### 2. MONTHLY

#### Financial

- Reconciles bank statements.
- Submits copies of financial reports and paid bills to the Treasurer.
- Ensures that tax forms are filed

### 3. QUARTERLY

#### Membership and Registry

- Submits to the PBA Newsletter the Ramblings from the Registrar, lists of new members and herd names, any office schedules announcements, and Central Office order form. Also sends a mailing disk, foreign and 1st class labels and envelopes.
- Sends membership dues renewals as required.
- Sends out 2nd notice for renewals as required.

#### Administrative

- Research and correct any errors found.

### 4. BIANNUALLY

#### Administrative

- Submits a report to the Board on membership and registry statistics printed quarterly in the newsletter.
- Attends Board meetings as a non-voting participant if not a Director.
- Working with the Parliamentarian, or in the absence of a parliamentarian with the Secretary, ensures update and maintenance of all motions, index of motions, Rules & Regulations, Bylaws, and Articles of Incorporation, and see that Directors receive current copies.
- Maintains the Motion Index and the full text list of Motions. Distributes updated copies electronically to the Board of Directors.

## 5. ANNUALLY

### Accounting

- Produces a yearly income/expense report.

### Treasurer

1. Holds responsibility for the administration of the financial affairs of the Association, and designates the Registrar as his/her assistant to invoice and receive payment for services on behalf of the PBA.
2. Receives monthly updates from the Registrar regarding itemized income and expenses & audits income/expense against bank account.
3. Receives and processes all invoices for *authorized PBA expenses* for payment due, including from PBA volunteers (Newsletter Editor, President, Merchandise Committee members, Show Secretary) or outside vendors (printers, insurance agents, etc).
4. Files and keeps records of tax forms filed or taxes paid.
5. Files a renewal and pays fees yearly for maintaining PBA incorporation (state of KS).
6. Notifies the Executive Board immediately of any required reporting or documentation that is more than five days overdue.
7. Serves as financial advisor to other PBA volunteers (PBA Newsletter Editor, Breeders Book Editor, Show Secretary, etc.) with regard to their budgets & expenditures, including appropriate invoicing needs.
8. Countersigns checks over \$1000.00.
9. Keeps a copy of all yearly billable contracts and submits them to the Archivist at the end of each calendar year.

### Secretary

1. Participates in all Board meetings. Chooses appropriate techniques to keep track of meeting discussions.
2. Writes up the Minutes for all Board meetings, and insures they are available to review at subsequent meetings
3. As needed, sends a copy of the Minutes to the Webmaster for posting on PBA's website, following approval at a Board meeting.

### Breed Standard Committee Chair

1. Acts as the authority responsible for proposing any interpretations, changes or clarifications in the Breed Standard and the Guidelines for Judging Pygora® Goats. Recommendations for change are submitted to the Board and require a two-thirds vote for approval.
2. Maintains regular communication with the Judges Training Committee.
3. Receives and evaluates complaints pertaining to a judge's interpretation of the breed standard.

## Education Fund Committee Chair

1. Promotes the Educational Fund.
2. Has packets available for people wanting them.
3. Works with people through the process of the application and project.
4. Makes sure the project falls within the guidelines set by PBA.
5. Makes sure that once the project is finished funds are released.

## Fiber Committee Chair

1. Educate members about the best methods for producing quality fleece, fiber harvesting & fiber processing, with the end goal in mind of selling quality fleece to handspinners.
2. Educate spinners about how to recognize and purchase quality Pygora fleece.
3. Educate spinners and members about the best methods for spinning Pygora and dyeing Pygora.
4. Demonstrate to spinners & members the ways in which Pygora fiber can be utilized by maintaining a gallery of finished Pygora items on the PBA website.

## Judges Training Committee Chair

1. Actively recruits members and non-members who are interested in obtaining a PBA judge's license.
2. Provides mentoring and training programs for those pursuing a PBA judge's license.
3. Tests candidates in the skills required for licensing as judges.
4. Awards PBA Judge's License to those candidates who meet the licensing requirements.
5. Updates the Judging Manual as necessary to reflect changes to the Breed Standard, Guidelines for Judging Pygora Goats, Judges Code of Ethics, and Show Rules.
6. Monitors and maintains the quality of PBA judging by means including the following:
  - a. Updates and monitors the continuing education of judges.
  - b. Informs judges of decisions made by the Board, the Judges Training Committee (JTC) or other PBA Committees that affect judges or judging standards.
  - c. Receives and evaluates complaints pertaining to the competence of a judge.
7. Maintains a status record of all judges, including new licensees: annual license renewals, name changes, addresses (including E-Mail), phone numbers, and any restrictions on availability.
8. Keeps on file the completed judge's application, an information sheet on any discipline exacted against that judge, any correspondence received regarding the judge (commendations, complaints, etc.), evaluations of the judge, and forms documenting their completion of any continuing training/education.
9. Informs the Registrar, Webmaster, PBA Show Secretary, Newsletter Editor, and Breeders Book Editor of any changes to the list of active licensed judges.
10. Provides articles to the Newsletter Editor relating to the licensing process, maintaining a PBA judge's license, and judging shows.
11. Works with the Breed Standard Committee on any revisions to the Guidelines for Judging Pygora Goats

## Public Relations Committee Chair

1. Responsible for promoting the Pygora Breeders Association.
2. Represent the PBA in a professional manner.
3. Seek out and contract for advertising and promotions that benefit the entire membership as equally as possible.
4. Allocate the budget in an efficient and judicious manner.
5. Responsibilities of Chairperson
  1. Arrange for invoices to be sent to the PBA Registrar for selected promotions.
  2. Inform PBA Registrar of pending invoices and authorize payment.
  3. Keep accounting of how budget is spent.
  4. Write committee report for each board meeting.
  5. Submit year end report to board and to newsletter for publication.
6. Responsibilities of Committee Members
  1. Actively seek out new venues for PBA promotion.
  2. Participate in committee discussions and decisions.
  3. Monitor contracted advertisements.
  4. Advise members on how to do their own promotions.

## Merchandise Committee Chair

1. Keeps informed of suppliers who can provide the best merchandise at the best price for PBA to sell, and is constantly looking for new products to replace or add to old items.
2. Achieves familiarity with the screening process used to place our logo on merchandise.
3. Submits a written report to the Vice President prior to each Board meeting.

## Youth Committee Chair

1. Is responsible for forming a committee of interested PBA members, both adult and youth, from different geographic areas of the country.
2. Represents and expresses the views, needs, opinions and wishes of 4-H, FFA and youth members to the Board.
3. Is responsible for creating and implementing PBA programs and materials to be used by 4-H, FFA and youth groups.
4. Tries to coordinate PBA Rules with the requirements of 4-H and FFA programs.
5. Maintains an open line of communication with the 4-H and FFA national officers, program leaders and members, and encourages the acceptance of the Pygora goat as an official project.
6. Acts as liaison between the 4-H/FFA/Youth community and the Newsletter Editor.
7. Writes an article for the Newsletter at least once a year.

## Newsletter Editor

1. Editor will be supervised by the vice president.

2. Holds the primary responsibility for producing a well-balanced, interesting, quality magazine and for mailing it to members in a timely manner, according to a pre-set publication schedule.
3. Procures relevant magazine copy by methods such as contacting individuals, organizations, and other sources which are professional and knowledgeable in the areas of veterinary medicine, management and care.
4. Ascertains that any material submitted is the legal property of the submitter, or that proper permission has been granted to PBA for its reuse. Obtaining permission from special sources (e.g. local newspapers) is the responsibility of the submitter; blanket permission for commonly used sources is the responsibility of the Editor.
5. Edits carefully, excluding any potentially libelous statements or copyrighted material for which permission to reprint has not been granted.
6. Submits the magazine in camera-ready form to the printer, but may contract with the printer for special services such as enhancing photos or problem copy, or doing paid advertisement layout.
7. Assists advertisers as necessary. Payments for ads to be made directly to the PBA Registrar. Ads run when payment has been verified.
8. Maintains records of payments and advertising balances due members and sends renewal notices to regular advertisers.
9. Is responsible for all tasks associated with the mailing of the PBA Newsletter. The mailing list or labels are to be ordered well in advance of need from the Registrar.
10. Editor shall keep a current inventory of materials belonging to PBA and each January a full inventory copy shall be sent to the Vice-President. The inventory shall also be verified and passed along within 30 days at any time that there is a change in Editors.
11. The Editor shall provide a report to the Vice-President prior to any board meeting, listing the activities, accomplishments, goals and budget updates.
12. Editor shall review the Minutes following each Board meeting and comply with all actions affecting him/her.
13. Will execute an annual independent contractor agreement with the PBA to be effective each July 5 of each year.

### Show Secretary

1. Must be thoroughly familiar with, and conduct duties in accordance with, the most current set of Show Rules.
2. Receives and approves show sanction applications.
3. Sends sets of forms and rosettes to local chairs of sanctioned shows.
4. Receives and records Reports of Awards.
5. After verification of champion wins, mails certificates to owners.
6. Receives complaints pertaining to the management of PBA- sanctioned shows and works with the PBA Board to resolve these matters.
7. With the assistance of the webmaster, maintains the list of sanctioned shows on the PBA website. Provides a current list of sanctioned shows to the Newsletter Editor by the deadline for each Newsletter.

8. Annually sends a list of new PGCHs to the Registrar and Newsletter Editor.
9. Orders the necessary supply of champion rosettes, keeping at least one quarter of this order on hand for reshipment to local show chairs. Works with the Treasurer and Registrar to determine appropriate order size and timing. Selects the specifications for champion ribbons, orders the ribbons, and submits the bill to the Treasurer.

### Archivist

1. The Archivist will be appointed by the President, with approval of the Board of Directors. The Archivist will work under the supervision of the President to maintain the PBA archives and history.
2. The Archivist will keep the President informed of the location and access to archives material. 3. The Archivist acquires and safely stores all records of value which pertain to the conducting of business as well as the historical development of PBA. These include PBA documents: ByLaws, Show Rules, the Operating Manual and Job Descriptions. Also to be included are computer disk back-up tapes, Newsletters, tapes and minutes from Board meetings, motions, the Breed Standard, training manuals and all other publications produced by the organization.

### Webmaster

1. Webmaster will be supervised by the vice president.
2. Publish updated information received from or as directed by the PBA Board.
3. Website updates will be done a minimum of once a month.
4. Keep the website design current, attractive, and interesting. Cost to the PBA of design changes will be negotiated. Cost to the PBA for database changes, major coding work will be negotiated.
5. Ensure domain name and webhosting services are kept current.
6. Provide a report to the PBA board at each board meeting.
7. Provide current internet account information, including billing information and password(s) to the president, vice president, and business manager/registrar.
8. Will execute an annual independent contractor agreement with the PBA to be effective each July 5.
9. Forwards all email not directly related to website maintenance to the Vice President for distribution. Agrees that all PBA website work and content is the property of PBA.
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