Guidelines for Membership Chair

**Note**: Most new membership applications are done online. Discuss with Executive Committee regarding who applications will be emailed to.

* Upon receipt of a new application by mail, forward the application ASAP to the secretary to be shared with the Executive (electronically if possible) for approval. **All** applications should be maintained in club records.
* Upon receipt of a new online application, forward the application ASAP to the secretary to be shared with the Executive for approval. **All** applications should be maintained in club records.
* As soon as Executive has agreed to take a new member and payment is received, the Club Secretary will send (electronically, wherever possible) a welcome letter to new member.
* Notify the club secretary when a member has reached milestone years for membership (10, 20, 30, etc.).
* Send electronic version of membership cards wherever possible. Mass email may be sent starting Feb. 1 with new gate code.
* Constitution states that as of Jan. 31, if membership dues have not been received, membership is considered to be terminated. Reminders to renew current memberships should start going out Dec. 1 of each year. If no payment received after 3 reminders and Jan. 31, they are removed from membership list.
* For e-transfer membership payments – correspond with Club Treasurer regarding email and security question and answer.
* Liaise with Club Treasurer regarding depositing of cheque and cash payments.

Guidelines for Equipment Manager

* Ensure that the club's buildings and equipment are available and in good repair for use at events hosted by the MGDA and other approved clubs.
* Maintain an inventory list showing: item description, quantity, condition, original cost, current value and location.
* Maintain control of keys for the equipment trailers.
* Liaise with the Event Chairs (Field Trials, Hunt Tests, Informal Trials/Tests, Demonstrations, Social Days, Work Parties, etc.) and Grounds Committee.
* Ensure that equipment is returned after use, stored properly and that the storage trailers are properly organized.
* Recommend equipment acquisition and disposal.
* Arrange equipment repairs and ensure that accounting is taken care of with Club Treasurer.
* Present the equipment report at the Annual General Meeting.

Guidelines for Webmaster

The Executive Committee may appoint 1 or 2 members to act as liaison to the Webmaster to ensure all necessary information is shared.

* Determine with Executive Committee who is to receive online membership applications and inquiries to website and assign accordingly.
* Post information in the news section of the webpage as it becomes available (e.g. informal trial dates, awards luncheon dates, etc.).
* Following the AGM, update the MGDA Executive information.
* Post event premium lists and event results as soon as they are available either from the Event or the Club Secretary.
* Create the annual “Titles & Accomplishments” page (usually following the completion of the National Open). Also update the “Hall of Fame” pages to include any FTCH/AFTCH, MH, WCX and/or national titles earned by club member owned dogs. This information is usually collected for the annual club awards luncheon/banquet.
* Add the club newsletters as they become available.
* Ensure that “Our Sponsors” page is correct, according to information from NRCC and CNMRC.
* Add photos to the “Gallery”.

The Executive Committee liaison shall ensure that the Webmaster is provided with the correct and up-to-date information needed for the following:

* Any club documents that have been updated (e.g. Constitution)
* Club History
* Event Rules
* Executive Committee minutes
* Membership list