

# **SOP OFFICE OF VICE PRESIDENT**

## **ARTICLE III, SECTION 2(B) BY-LAWS**

**“The Vice President shall have the duties and exercise the powers of the President in the event of the President’s death, absence or incapacity.”**

## **GENERAL DUTIES OF THE VICE PRESIDENT**

**Serves as National Show Chairman of the STCA Specialty Shows and oversees all Committees pertaining to both the Rotating and National Specialties.**

**Forms a partnership with the National Rotating host club. This is a joint effort between the Regional and Parent clubs.**

**Performs all requisite duties of filing paperwork with the AKC for application of the National & Rotating Specialties, specifically the AKC Compliance Report each year for requirements from the preceding year.**

**Prepares written reports for the Board and performs duties as requested by the President and the Board of Directors.**

**Participates in all correspondence and meetings of the Board.**

**Serves as an ambassador of the breed and the Club in all venues.**

**The Vice President is responsible either by him/herself or through a committee to oversee the following duties:**

## **NATIONAL SPECIALTY (MONTGOMERY WEEKEND)**

**HOST HOTEL – The Vice President is responsible for researching, contacting, and working with a host hotel for the week of STCA events and guest room reservation block at host hotel. Vice President coordinates and negotiates events and pricing.**

**The Vice President coordinates the following criteria for the host hotel:**

- 1. Site – should be within the general area of the show site(s), convenient to major interstates and airport(s).**
- 2. On-site parking, RV/parking is desirable.**
- 3. Food & Beverage Facilities on site – banquet facilities for 100-175.**
- 4. Banquet room/ballroom space to be free-span (no vertical columns obstructing space) for sweepstakes/obedience/rally.**
- 5. Dog friendly. (Check on waivers and pet deposits)**
- 6. Meeting Rooms to accommodate club meetings, seminar.**
- 7. Attractive and affordably priced guest rooms (minimum of 50 room/total nights.**
- 8. Proposed hotel is to be reviewed and approved by the Board. All contracts are co-signed by the Vice President and President. VP and Treasurer hold counter-signed copies of all contracts and schedule of deposits.**

## **Once Host Hotel is secured**

**Vice President is responsible for working with the host hotel Sales Manager or other designated hotel representative(s) for negotiation of and preparation of annual contract renewals. All contracts must be co-signed with President. Treasurer is to be made aware of all deposits and timeline of it.**

1. **Guest Room Block** – work with host hotel’s Sales Manager to reserve block of room reservations. Reserve a block of rooms (approx. 50 rooms total nights to be adjusted depending on the show) in the name of the STCA, in consult with the President and Treasurer. Coordinate an on-line reservation form with the host hotel Sales Manager.
2. **Dog friendly**. Check on all pet policies. (Include information in all show related materials at club website.)
3. **Arrange for meeting space** for all events (Board meeting(s), Seminars, Regional Club Delegate meeting, Annual Banquet Dinner Meeting). Coordinate seating, tables, etc.
4. **Banquet Room/Space** – to hold approximately 100-175 people.
5. Coordinate show site (if held at host hotel and work with Sales Manager on all show requirements, including audio/visual equipment – podiums, microphones, movie screens for all events). This also includes set-up and teardown times as agreed with host hotel of show, vendors, and meetings.
6. **Food and beverage** on site – Coordinate with Sales and Banquet Managers menu selection, quality of selections, and negotiate all pricing. Note: refreshments are to be arranged for Board meetings, keeping costs as low as possible.
7. **Contracts** - Vice President or person appointed by the VP will sign any contracts forwarding final contract to the Treasurer who pays the deposit(s) by deadline(s) set by host hotel. Notify Treasurer as soon as deadlines are established. Submit copy of contract to Treasurer.
8. **Deadlines** for hotel reservations should be noted in the contract. STCA does not guarantee rooms blocked.
9. **Upon arrival at hotel**: check basic set-up of all event arrangements. Ensure that the host hotel has the STCA’s Pawsitively Clean Scots Guidelines available along with a printed copy of the hotel’s pet policies/waiver to be presented to each STCA member/guest upon check-in at hotel. Also, check that judge’s room reservations are in order. (NOTE: it is preferred that the judges for all events for the weekend are lodged at neighboring hotels. Coordinate Montgomery County National Specialty judge’s lodging with MCKC.

### **HOST HOTEL – NATIONAL ROTATING**

1. Vice President works in concert with the regional Host Club on regional accommodations for a host hotel and show site. See SOP for Regional Club Host Rotating and approved proposal for National Rotating. Criteria is similar to that of the host hotel for MCKC, keeping in mind location, show site, banquet facilities and all costs.
2. Contract is reviewed and approved by the Board before contract is executed.
3. Vice President will coordinate meeting rooms for Board meeting(s) and refreshments if needed.
4. Vice President coordinates Regional Club Delegates’ meeting with Chair, if scheduled.

## **BANQUET AND ANNUAL MEETING ARRANGEMENTS (ROTATING & NATIONAL SPECIALTY/MCKC)**

1. Coordinate arrangements for Banquet and Meeting, preferably at the host hotel for Montgomery weekend and at designated site at Rotating. Duties include coordination of menu selection, pricing, audio/visual requirements of podium and microphone, dinner table set-up, centerpieces (regional club hosting the next year's Rotating designs centerpieces for dinner tables at National Specialty Banquet/Annual Meeting).
2. Negotiate pricing with Banquet/Catering Managers at sites. Keep costs as low as possible.
3. Inform STCA National Specialty Meals Reservation Chairperson of pricing, deadlines, and procedures (refer to SOP for National Specialty Meals Reservation approved 2/22/14). The Vice President determines cut-off date.
4. Prepare all information (menu, pricing, deadlines for reservations) for the Specialty Show Information Packet and the STCA web team who builds pages and posts information on the website. Prepare information to be included in The Bagpiper, issue and time permitting. NOTE: National Specialty Meals Reservation is to provide a weekly spreadsheet to the VP and Treasurer with name of reservation, amount paid, and method of payment (check, cash or credit card via PayPal on the STCA website).
5. VP to provide Banquet/Catering manager total number of reservations by set deadline that is coordinated with the on site Banquet/Catering staff.
6. Coordinate with STCA Treasurer all deposits and final payment as required by the site.
7. Arrange for a registration table for the National Specialty Meals Reservation Chair at the show site to distribute pre-paid tickets and manage a list of attendees to be checked at registration.

## **NATIONAL SPECIALTY BANQUET/AWARDS ANNUAL MEETING/MCKC**

1. Coordinate room arrangement of tables (preferably 10 to a table).
2. Reserve 2 tables at front of room for President, Vice President, Show Chair, and Judges.
3. Arrange for chairs on perimeter of banquet space for after dinner meeting. ALL members have the right to attend the meeting/awards portion of the Banquet/Annual Dinner Meeting.
4. Arrange for a podium and microphone at front of room. Coordinate with host hotel and negotiate pricing of equipment and setup.
5. Ensure that 3 rectangular tables are available for display of trophies/awards and skirted (see above and refer to SOP of Awards Chair).
6. Vice President is responsible for welcoming, acknowledging, and thanking volunteers, announce winners of Obedience/Rally and Sweepstakes, thank the judges and introduce them for their critique.
7. Note: President will have a printed meeting agenda at each place (along with an Awards Program) before the dinner begins.

## **ROTATING SPECIALTY BANQUET**

1. Coordinate banquet arrangements with host club. See duties listed under Banquet and Meeting information above.
2. Have a registration table set up for pre-paid reservations/tickets and walk-ins.
3. Arrange for podium and microphone.
4. Thank volunteers, attendees, announce winners of shows, introduce judges for their critiques.

## **NATIONAL SHOWS – GENERAL DUTIES FOR ALL SHOWS (ROTATING & NATIONAL SPECIALTY SHOWS)**

### **ADVERTISING/INFORMATION – PUBLICITY DISTRIBUTION**

The Vice President will interact with and oversee the STCA Advertising Chairperson:

1. Provide information on show site, deadlines, and any pertinent information concerning meals reservations, suggested hotels (or host hotel), and entry deadlines, judging information, maps, seminars and meetings.
2. Assist the Advertising Chairperson in designing and completing the information for the information packet.
3. The Vice President and President will proofread the final draft of the information packet and give approval to the Advertising Chairperson BEFORE a copy is sent by email to the STCA webmaster for the website and for email distribution to STCA members and hard copies are printed and mailed by USPS to members who do not accept electronic communication.
4. Six (6) weeks prior to the Advertising Chair sending the Information Packet, VP is to instruct all involved (HTF, Rescue, Ways & Means, Trophy Chair, Ad Chair, and any other committee involved with the event) to condense their announcements to keep information concise and to the point. Use the information packet from the previous year as a guideline.
5. VP is to notify Raffle Chair (if appointed for event) of any deadlines.
6. VP is to update STCA website, provide *WrapUp* editor with ongoing information for each issue leading up to event, and any email group lists.

## **AKC SHOW APPLICATIONS**

The Applications to the AKC to hold National Sweepstakes and STCA Shows is moved from the duties of the Corresponding Secretary to those of the Vice President. (Motion passed 3/14/02).

A. Vice President to coordinate all aspects of the applications with the AKC Events Operations representative assigned to the STCA. Please refer to the previous year's application and information for contacts).

B. VP Coordinates Obedience/Rally AKC application with STCA Obedience Chairperson, who completes information for judges, venue, and other application details.

C. Make Application for all STCA independent events to the AKC Events Operations Department comprised of the following:

1. Statement of Compliance
2. Disaster and Emergency Plan
3. Layout of show site if new, or not. (Information in AKC files)
4. Application to hold event and any fees. First National show is free.
5. List of judges and their names and addresses.
6. VP may use the AKC website to manage the shows and make applications.

D. It is strongly suggested that the VP stay in weekly contact with the AKC Events Operation Representative to ensure that paperwork and any application materials are in the approval process.

E. VP Coordinates Obedience/Rally AKC application with STCA Obedience Chairperson, who completes information for judges, venue, and other application details.

F. Receive and keep on file from the Corresponding Secretary copies of all AKC approvals for shows and judge's contracts. Also keep on file copies of: acceptance letters and contracts from judges and other vital information: insurance information, name of veterinarian on call, contracts and show sites, and clean up arrangements.

G. Report all show plans to the STCA Board for a vote before signing contracts. Prepare written reports for meetings.

H. Timeline: If possible, complete and submit MCKC/National Specialty application 11 months prior. Complete and submit Rotating Specialty application 6 months prior or sooner.

I. Coordinate with Obedience/Rally Chairperson any and all paperwork that is submitted for Obedience/Rally.

J. Rotating: Receive a copy of all contracts and receipts from the host club hosting National Rotating for review and acceptance. All oral commitments are to be put in writing. NO contracts are signed without approval from the STCA VP. A copy of all signed contracts and receipts will be submitted to the Treasurer.

## **NATIONAL & ROTATING SHOW PROCEDURES**

Arrive at show site minimum of one (1) hour prior to starting time to see that everything is in place. Take care of "move-ups" and corrections if Show Secretary is not on site. Help stewards as needed.

Constantly check on show as it progresses. Arrange for the ring stewards to escort judges to lunch.

### **CATALOGS**

1. Proofread a copy of all pages submitted before printing of the Official Catalogs of the National and Rotating Specialty Shows. MCKC (Montgomery County KC) uses MB-F as Superintendent, and they proof the final copy as well.

2. After judging is complete, send a marked copy to each of the following: STCA Club Historian, Advertising Chairperson (MCKC & Rotating), Bagpiper Editor, VP files, and the STCA Webmaster.
3. Submit a STCA Expense Voucher for reimbursement of personal monies spent to purchase any of the five (5) catalogs. Retain a 5<sup>th</sup> copy for Vice President's files.

### **PHOTOGRAPHS**

1. Arrange for a photographer at Sweepstakes and independent Specialty shows.
2. Have a complimentary copy of the photo of Best of Breed winner at Montgomery County and at the National Rotating as well as Best in Sweeps and Agility, Obedience and Rally High in Trial sent to the STCA Historian.
3. Ask that candid photos be taken during the day of specialty shows for submission to *The Bagpiper* and *WrapUp*.

### **STEWARDS AND RING MANAGEMENT**

1. Assign the Ring Stewards for the Obedience and Sweepstakes events, the Annual Specialty at Montgomery County, and the National Rotating 6-8 months in advance. Send an email or letter of confirmation.
2. See that the following is available at the judge's table at the Montgomery County Show: hand wipes, towels, pens, and water.
3. Ensure that lunch arrangements are made for the Judge at Montgomery County. At the National Rotating, the host club will be responsible for providing the judge's lunch paid for by the STCA.
4. Prepare a tally sheet to post at the ring and bring easel for mounting. Appoint someone to keep this record for the spectators.
5. Ensure that a copy of the Standard, Rules and Regulations and Show/Trial Manuals are available at the show site. This is an AKC mandate.

### **TROPHY**

Rotating, Agility, Sweepstakes, Obedience, and Montgomery National Specialty (Sunday). The Vice President works to ensure that:

1. The Trophy Chairperson orders trophies within the agreed upon budget, looking at the previous years' costs and income. After the VIP proofreads the list, the Trophy Chairperson sends the Superintendent the complete trophy list.
2. The Trophy Chairperson solicits donations and maintains a spreadsheet of all donors, amount paid, and method of payment (cash, check, or credit card via PayPal on the STCA website).
3. Trophy Chair provides VP list of all donors for 1 page catalog ad, which VP submits to the STCA Ad Chairperson by the deadline for all ads. (Ad Chairperson coordinates with show superintendent.)
4. Trophy Chair provides judges' gifts. It is suggested that Chair considers items from the STCA Ways & Means inventory (at cost).
  - a. VP contacts Trophy Chair 1 month prior to confirm gift.
  - b. In the case of Rotating, the local club will provide the judge's welcome baskets.
5. Vice President (Show Chair) will notify Trophy Chair of deadlines.
6. The Vice President is responsible for having a clothed table placed at Sweepstakes and at the Banquet/Annual Dinner Meeting for display of awards.

## JUDGES' COORDINATOR

Vice President, at his/her discretion, may appoint a person (who will not exhibit at the show) to serve in this capacity to assume the following duties:

1. Coordinate travel and hotel accommodations of judges if judge requires assistance. Some judges prefer to make their own travel arrangements.
2. Coordinate and arrange for meals.
3. Oversee transportation of judge to show site.
4. Confirm last minute details with coordinator responsible for transportation
5. Notify judge of the entry breakdown and be sure he/she has received a catalog.
6. Remind judge to prepare a critique both verbal (at dinner) and written (for next issue of The Bagpiper.)
7. Check with the Judges' Coordinator regarding the judges' dinners. Invite judges to dinner (Motion passed 3/14/02).
8. Make sure the STCA Treasurer has paid the judges and remind them of their critiques.

## JUDGE'S GIFTS

1. Have gifts for judge at event (judge's table).
2. Coordinate with Trophy Chair the purchase of gift for the Judge.

## AFTER THE SHOWS

1. Write letters of "thanks" to all event volunteers.
2. Arrange for someone to write an article about the show for The Bagpiper.
3. Maintain records of all expenses and forward all bills and receipts to the STCA Treasurer at conclusion of the shows.

## HATBORO DOG CLUB SHOW AND DEVON DOG SHOW ASSOCIATION

1. Hatboro – Ring Time - Coordinate with Hatboro the need for an early ring time and no obedience for the Hatboro Show, if is the day of Sweepstakes.  
NOTE: Send a written request (letter or email in the Spring preceding the October show date) for an early ring time. Follow up with written confirmation by first class mail and email on September 1 preceding show date requesting it. Request confirmation from Hatboro Show Chair.
2. Devon – Ring Time - Coordinate a late morning ring time.
3. Correspond with Hatboro and Devon requesting supporting entries. STCA will award rosettes to BOB, BOS, BOW, WD, WB, Select, and AOM's.
4. Request the STCA Treasurer to prepare invoice for Hatboro and Devon to give to respective Show Coordinators on day of show for supported entries: indicate number of entries and amount to be paid back to the STCA.

## MONTGOMERY COUNTY INVOLVES FOUR AREAS: SWEEPSTAKES, AGILITY\*, OBEDIENCE, AND CONFORMATION RESPONSIBILITIES:

### SWEEPSTAKES – MONTGOMERY WEEKEND

Oversee STCA Show Secretary whose tasks include:

1. **Premium List – to provide a spreadsheet with address of entrants and email addresses for Sweepstakes and Obedience for the prior year. Instruct the Show Secretary to mail premium lists to those on this list.**  
**Distribution of Premium List:**  
**Hard copies sent to those who paid the STCA hard copy mailing fee.**  
**Electronic versions sent via email to all others.**  
**Send electronic version to the STCA Webmaster to publish at the website.**  
**Mail judges and stewards a hard copy of premium a judging program.**
2. **After the event, the AKC gets a report to include marked judge’s book, AKC fees within seven (7) days of the show. Obtain re-imbursement from the Treasurer. This report will also include all corrections/move-ups.**
3. **Catalogs – order number based on entry. Set colors and type of paper. Show Secretary should refer to quantity ordered in previous year and pricing.**
4. **Ribbons – order on the basis of entry from the previous year. Rosettes for each division winner. Regular ribbons for class placements and 2-4 in division.**
5. **Cash Prizes for Sweeps – must be made with funds obtained from the STCA Treasurer. Remind the Treasurer to get the breakdown of the Sweepstakes from the Show Secretary so that he/she may prepare the envelopes.**

**OBEDIENCE/RALLY/SWEEPSTAKES RING REQUIREMENTS AT SHOW SITE/HOST HOTEL (MAY VARY BY LOCATION)**

1. **The Vice President coordinates reservation, delivery, set-up, and tear down of ring equipment at show site with designated show superintendent. See correspondence and all contact info in Vice President’s files.**
2. **As of 2014, STCA contracts with Rau Dog Shows, Reading, PA for equipment required: rally/obedience equipment, judge’s table(s), ring fencing, floor matting and tape, floor plastic (as required by host hotel – this may vary depending on event venue).**
3. **VP telephones Rau on May 1 preceding show to reserve date, time, location, and show requirements of equipment (including square footage required for plastic floor covering).**
4. **VP requests written confirmation from Rau of pricing and date.**
5. **VP notifies the STCA Treasurer of amount of bill, which is paid upon delivery and set up at show site.**
6. **At host hotel: ensure that telephone line is installed prior to installation of plastic floor covering.**
7. **Coordinate with host hotel access/entry to exhibit space.**
8. **Make sure that area leading from entry to interior show site is covered in plastic.**
9. **Ensure there is a “holding area” for Rescue participants. Event requirements may vary by location.**
10. **August 1 – arrange for Board volunteers to assist in installation.**
11. **September 1 and October 1– re-confirm date, time, location for installation. Be sure to have installer’s cell number and provide VP daytime telephone number.**
12. **Have the STCA Treasurer present with check for payment in full, payable to Rau Dog Show on day of install.**
13. **Upon completion of installation, confirm time of teardown.**



## **VENDORS – Rotating & National Specialty Shows**

1. The Vice President coordinates commercial vendors for the day of National Sweepstakes (National Specialty weekend) and Rotating (if feasible, based on show site).
2. VP sends letters of invitation by USPS or email on July 1 preceding the date of National Sweepstakes to the previous year's vendors. Template for letter is in the Vice President's file. Check previous year's listing (also in file).
3. Pre-paid reservations are requested, with check payable to the STCA in the amount of \$100 by a pre-determine date. \$75 charged for those over the initial rental (Board motion).
4. Payments are sent to VP and then submitted with Income Voucher forms to the STCA Treasurer.

## **LUNCHES/REFRESHMENTS ON DAY OF SWEEPSTAKES**

The Vice President coordinates refreshments/beverages to be pre-paid by exhibitors and spectators in advance of the day or during the day at Sweepstakes. All meals/beverages are negotiated as part of the overall contract made between the STCA and with host hotel (if at a hotel) or other show site. Availability of lunches on site may vary with location. All information must be published in the Information packet and at the STCA website.

## **MONTGOMERY NATIONAL SPECIALTY**

1. Notify the Montgomery County Show Chairperson of your position immediately after taking office and follow directions and deadlines provided by the MCKC Show Chair. They will ask for a list of STCA Officers/Directors, Show Chairperson's name and daytime telephone numbers and list of Committee chairpersons. The STCA Officers and Board Members are members of the Show Committee.
2. Select ring stewards (2-3) and confirm their assignment by letter. Notify the Sweeps Chairperson and MCKC of selection. Send letter to each steward 1 month prior to the event. Note: check with Judge to see if he/she has a preference based on previous year's stewards.
3. The premium list of the previous year will be used as a guideline. Changes will be made and returned to the MCKC Show Chair. He/she will in turn sent it back for final corrections.

Montgomery superintendent (MB-F, Inc.) will send premium lists to the STCA members for no fee. Use the STCA electronic roster to make a spreadsheet of those who entered the show the previous year. Send to the MCKC Show Chair.

Obtain from the judge at MCKC on Sunday his/her expense report. Give information to the STCA Treasurer in the morning to prepare a check for the judge by the end of the assignment. Be sure the judge is paid before he/she leaves.

## **ROTATING NATIONAL SPECIALTY**

- 1. In the case of the Rotating Specialty, confer with the local Show Chairperson and the Trophy and Advertising Chair. Refer to the original proposal and clarify the financial responsibilities of the host club.**
- 2. Check with the local chairpersons along the way for dates, deadlines, and duties. Remember, this is a joint effort between the Regional Host Club and the Parent Club.**
- 3. Remind the local Show Chairperson to reserve a room for the Board Meeting along with planning a luncheon menu with the hotel or a catered lunch (STCA pays expense). NOTE: this may vary on city and show site of host club.**
- 4. Junior Showmanship is to always be offered at the National Rotating Show. Obedience and Agility is to be offered if the facility is big enough.**
- 5. Receive a copy of all contracts and receipts from the host club hosting the National Rotating for review and acceptance. All oral commitments are to be put in writing. No contracts are signed without approval of the STCA VP. A copy of all signed contracts and receipts will be submitted to the Treasurer.**
- 6. Receive from the Corresponding Secretary a copy of the proposal from the host club for the National Rotating. BE SURE TO ADVISE THE HOST CLUB THAT NO CONTRACTS ARE TO BE SIGNED UNTIL THE STCA VP REVIEWS THE CONTRACT. PROPOSALS MUST BE REVIEWED AND APPROVED BY THE OFFICERS AND DIRECTORS OF THE STCA.**

**Approved Revision January 22, 2011**  
**Approved Revision April 26, 2014**