

## Chairman's Job Description

### Chairman's Responsibilities, Before the Test

Typically, the Chairman applies for approval for the test, assembles and gets approval of the judging panel, gets a volunteer Gun Captain, and coordinates with the Gun Captain regarding live gunners. The Chairman typically also gets the volunteers for Secretary, the Game Steward, the Equipment Steward, the Emergency Response Coordinator, and the Hospitality Chairman. Arranging for Test Dogs for each stake is the Chairman's prerogative.

Ordering the portapotties ahead of time can be the responsibility of the Equipment Steward or the Chairman -- just make certain you both agree on who is going to do it.

Well in advance of the test (6 to 9 months), form the test Committee. Committee members should be familiar with rules and tests so they can help with planning. The majority of the committee and the chairman must be on site for the duration of the test.

Get volunteers to serve in key positions of Chief Marshal, Secretary, Game Steward, Equipment Steward, and Hospitality Chairman. Provide each with a description of their duties and responsibilities.

Develop a proposed judging slate, recommended test fees, and proposed site for the test, along with a draft budget, and submit to PVGRC Board of Directors for approval. Once approved, make arrangements for property lease with the landowner, and make certain landowner insurance requirements are met. Contact judges and obtain their written commitment to judge. Submit application for the test, Emergency/Disaster Plan, and the proposed Judging Panel to the AKC for approval.

Three to four months before the test, in conjunction with the Test Secretary, begin to develop a draft premium list. The goal should be to have the premium posted on the PVGRC web site no later than six weeks before the test. An email notification to all club members, and to those on our hunt test distribution list (entrants from our prior year test, plus new JH entries from spring and fall tests such as Lab Club and Tidewater should go out at the same time.) A modest number of premiums should be printed for mailing to those who do not have internet access.

Contact the judges and confirm their commitment. If available, give them the information from Hospitality on lodging and the Judges' Dinner. Check with them on tentative plans for time and place to meet the day prior to the test for test set-up.

Determine how many rosettes and duck bands the club has on hand, and order additional if required.

One to two months before the test, send letter to the Department of Natural Resources, soliciting permission to hold a test using live birds and ammunition. (Sent any earlier, and it is usually lost.)

A month or so before the test, send the judges reminder information with details on lodging, meals, directions to the hotel and to the site, and an estimate of the number of entries in each stake. Check with each key person to verify that all is on track with entries, volunteer workers, equipment, birds, and hospitality arrangements.

Confirm arrangements for the portapotties.

A month or so before the test, line up volunteers for Test Dogs for each of the Stakes. This can be the same dog for all series in a stake, or you may have a different dog run the test for the various series. For example, a dog who fails the Junior Hunter water marks may be one of our harder working volunteers. Consider offering that person the opportunity to run as Test Dog for the Junior Hunter land marks.

Order portapotties.

During the final week before the test, confirm AGAIN with each judge and each key person. Contact landowner to arrange for access to property the day prior to the test, and pin down who will give access to the land each day. Make certain that the times access is needed is understood by all.

Insure there is a first aid kit available on site (AKC requirement). The club kit is stored in the equipment trailer.

Chairman's Responsibilities, Day Before the Test

Meet with the Marshals and Judges, Equipment Steward and Game Steward (if they can be present) at the test site to assist as the Judges set up the first series of their tests. In the case of the fall WC/WCX, which runs on Sunday, the set up may not occur until Saturday evening, or the morning of the test. Host Judges' Dinner.

Be on the grounds to accept delivery of portapotties.

Chairman's Responsibilities, Day of the Test

Be available at the test headquarters at first light. Expedite where possible to keep things moving toward a start time as advertised in the premium.

Arrange to meet the judges for Sunday (if they are not arriving until Saturday), and make certain they are set for lodging and meals. Coordinate with the Chairman of the WC/WCX test to discuss allocation of land for Sunday.

Stay in contact with the various tests and assist in problem solving. Answer handler questions, in conjunction with the Chief Marshal, the Stake Marshals, and others as appropriate.

At the close of the test on the first day, assist in organizing for the events on the following day.

At the end of each day, arrange to remove bags of trash from the grounds. If you can't find anyone else to take the trash, you are stuck with it.

At the end of the last day of the test, assist in clearing the site and assembling and packing equipment. Double check to make certain all popper guns, ammo, blinds, and other equipment are accounted for.

#### Chairman's Responsibilities, After the Test

The day after the test, be on site for pick up of portapotties. Check the grounds and pick up any trash. Insure keys to the property are returned to the landowner.

Write up the results and prepare content for a web page to go on the PVGRC Web site (Chairman or Secretary can do this).

Within a reasonable time, a week or so, hand write thank you notes to each judge and each of your key people. Write all workers a brief thank you note (can be typed rather than handwritten, but handwritten is better).

Write Chairman's Report and submit Officers and Directors, PVGRC.

Write an article for the Newsletter and submit to newsletter editor for the Nov/Dec edition of the Potomac Valley GRC News.

Organize Chairman's Records and have available to pass to next event Chairman.

Update this Job Description to add anything important that was missing or should be clarified.