

## **JOB DESCRIPTIONS for OFFICERS, COMMITTEES AND APPOINTEES PREFACE**

Job descriptions and guidelines for the officers, committees and appointees of the American Bouvier des Flandres Club will be posted on this web site as they are converted from hard copy to electronic format and as the Board approves revisions. The descriptions and guidelines are posted as Portable Document Format (pdf) files that can be downloaded and open with [Adobe Acrobat Reader](#)

. If you do not have this product, click this link for exact instructions on how to download Adobe Acrobat Reader.

The purpose of these job descriptions and guidelines is to supplement the duties and responsibilities identified in the By-laws of the American Bouvier des Flandres Club. These descriptions and guidelines are subordinate to those By-laws. They will not restrict what the By-laws specifically do not restrict and they will not prohibit what specifically is not permitted. Rather, they are intended to elaborate on restrictions and allowances and to define additional duties assigned by the Board.

The job descriptions and guidelines for committees and appointees are intended to describe the objectives of each committee and suggest how the committee is intended to function. The By-laws are the authority if these descriptions conflict with the By-laws. Be aware that when the By-laws were reconciled with AKC records in 1998, a number of discrepancies were revealed in the versions of the By-laws used by the Board during preparation of job descriptions. Job descriptions and guidelines that have not been revised since February 20, 1998 thus may contain items inconsistent with the By-laws.

These descriptions and guidelines are meant to be realistic. Officers and committee chairs should review their job descriptions or guidelines annually to identify tasks that have been assigned in error, essential tasks that have not been specified, or more efficient ways to perform the assigned duties and achieve the objectives of the office or committee. Suggestions for improvement are welcomed by the Board and should be submitted to the By-laws Committee for a draft revision and recommendation to the Board. These descriptions and guidelines may be changed by a majority vote of the Board of Governors.

**The links below will display the job description labeled in Adobe Acrobat Reader.**

## **Positions**

**President**

Vice-President

Chairman of the Board

Treasurer

Secretary

AKC Delegate

AKC Gazette Columnist

Bouvier Club Liaison Committee

By-Laws Committee

Herding Committee

Judges Education

Membership Committee

Nominating Committee

Specialty Management Committee

Trophy Committee

ABRL Guidelines

Bouvier Health Foundation By-Laws

General Operating Procedures

Publications Policy-Dirty Beards