

SPECIALTY MANAGEMENT COMMITTEE

Approved February 18, 1994

INTRODUCTION

The AMERICAN BOUVIER des FLANDRES CLUB (ABdFC) Specialty Management Committee (SMC) has developed a document called *National Specialty, Policies and Guidelines* (NSPAG). Its purpose is to supplement the AKC regulation booklets with ABdFC oriented information on how to put on a National Specialty.

The SMC has a continuing responsibility to revise sections which are in error, where tasks are not fully defined or where new information has become available. The committee is also to add sections as new tasks and events are defined and declared appropriate for our National Specialty. The NSPAG should be reviewed completely at least annually and shortly after a specialty while problems encountered are still fresh in memory.

Holders of official copies of the NSPAG shall be current specialty chairs, members of the SMC, the ABdFC Historian, the AKC delegate, officers and members of the Board of Governors. Holders of unofficial copies shall be those persons investigating the possibility of becoming a specialty chair and past holders of official copies.

It is intended that official copies of the NSPAG be inserted in a looseleaf binder. This will allow revised pages to be inserted with a minimum of effort. As a result, entire copies need not be reissued every year to people already holding official copies.

ORGANIZATION

The SMC shall consist of as many past and current specialty chairs as are willing to participate in the committee's activities. One of these persons shall be designated SMC chair by the Board of Governors. All shall have equal say in submitting, approving or rejecting proposed revisions. The chair shall:

- collect proposed revisions,
- prepare them for incorporation in the NSPAG,
- distribute the prepared proposed revision to all committee members,
- receive written approvals until a majority is obtained,
- submit the committee approved proposed revisions to the ABdFC Secretary for presentation to the Board of Governors, and
- send revised pages to all holders of the official NSPAG.

All SMC members should consider themselves advisors for those persons with some responsibility for putting on a specialty. All members are expected to give advice freely or refer to someone who can give the advice. All advice shall be in accordance with the NSPAG. If the question is not answered in either the AKC documents or the NSPAG, a proposed revision should be initiated.

MAKING PROPOSED REVISIONS

Proposals for revisions to the NSPAG can be made by any committee member. The idea for a revision may originate anywhere but the proposed revision must be submitted by a committee member. Some types of proposed revisions are:

- Editorial changes to correct English or to clarify statements.
- Additions, deletions and changes to improve existing procedures and requirements.
- Additions, deletions and changes necessary to comply with new requirements.
- Add definitions and procedures for new events.

A proposed revision shall consist of the details of the revision and an explanation for why the revision is necessary. It shall be sent to the SMC chair.

PREPARE AND DISTRIBUTE PROPOSED REVISIONS

The SMC chair shall incorporate each proposed revision into the NSPAG and prepare a proposal package for distribution to the SMC members. The package shall consist of:

- Revised pages with each revision clearly identified.
- Explanation for why the revision is necessary.
- Date the response must be received by the committee chair.

Each proposal package which shall be sent to each SMC member may contain more than one proposed revision.

PREPARE RESPONSE

Upon receipt of a proposal package, each SMC member shall determine whether each of the proposed revisions are satisfactory, would be satisfactory if revised or is not satisfactory. The member shall then prepare an appropriate response approving the proposed revision, suggesting a change to the proposed revision or rejecting the proposed revision. The response shall then be sent to the chair with sufficient lead time so that it will arrive before the deadline.

RECEIVE RESPONSE

The chair shall receive the responses to the proposed revisions. If any of the responses contain changes to the proposed revisions, the chair shall incorporate those changes into the original proposed revision. The changed proposed revision shall then be resubmitted to the SMC members for their approval. If an SMC member does not respond prior to the deadline, the SMC Chair shall count that member as having approved all proposals as written.

SUBMIT PROPOSED REVISION TO BOARD OF GOVERNORS

When a majority of SMC members approve a proposed revision and there are no proposed changes to the revision, the chair shall send the proposed revision to the ABdFC Secretary. The Secretary shall send a copy of the proposed revision to each member of the Board of Governors for consideration at their next board meeting.

APPROVED REVISIONS

The NSPAG Table of Contents and Revision History must be updated upon receipt of notification that the Board of Governors has approved a revision. These items plus the revised pages must then be distributed to holders of the official copies of the NSPAG. If the revision changes the number of pages, those pages with number changes only shall also be considered revised pages.

LOOSELEAF BINDERS

The SMC chair shall obtain a 1" 3-ring looseleaf binder and a 10-partition divider for each official booklet, *National Specialty, Policies and Guidelines*, being distributed. The booklet and the dividers shall be inserted in the binder before distribution. The holder of the official booklet will be expected to insert new pages as they are received and to discard the old pages. Holders of unofficial copies will not be receiving revised pages and, therefore, will not need looseleaf binders.

GENERAL OPERATING PROCEDURES

The SMC chair shall be expected to follow all of the procedures established in the document, *ABdFC Standing Committees, General Operating Procedures*. This document basically describes the interface between the committee and the Board of Governors. The document covers such items as the establishment of the committee, term of the committee, budget, advances, reports and publicity.