



Job Posting: Secretary, NRCC

The National Retriever Club of Canada is seeking a Secretary to the Board of Directors for a two year term.

The National Retriever Club of Canada (NRCC) is a corporation registered under the Canada Not-for-profit Corporations Act and member of the Canadian Kennel Club. The mission of the corporation is: To promote, facilitate and further the interests of the National Retriever Championship stake and the National Amateur Retriever Championship stake, purebred retrievers and the retriever field trial sport in Canada.

If you are familiar with Retriever Trials, have administrative experience, enjoy working with others, including Board of Directors, Member Clubs, and outside agencies, **we want to hear from you!**

Please review the Job Description and send us (the Board Executive) your application letter outlining your experience, including administrative experience and technical skills

Successful candidates will be interviewed by the Board Executive.

Email application letter to: executive@nrcc-canada.com

Job Description: NRCC Secretary

Reporting to the President, the Secretary provides the integral role of coordination and communication between members, the Board, and outside agencies. They often act as an information and reference point for the Executive, standing committee members, researching and clarifying practices and decisions, confirming legal requirements, and maintaining relevant documentation.

The Secretary works closely with the NRCC Executive, Treasurer, Directors, Host Club, and Web Administrator. The Secretary is the point of contact for Field Trial Secretaries to support and assist with items such as event applications, or the Retriever Results Reporting System data entry.

The workload fluctuates during the year, however averages approximately 8 - 10 hours per month.

Key areas of responsibilities include:

- Membership – maintain list and contact information for club executives, field trial secretaries, and delegates; communicate annual renewal and notices to member clubs.
- Meetings – schedule, prepare agendas and take minutes for all executive, standing committees, directors, and annual members meeting.
 - Annual members meeting – solicit and maintain list of member delegates and proxies.
 - Directors' meetings are held four times per year (February, May, August, December); the Executive meets prior to each Director meeting, and the Annual meeting is in January.
 - There are five Standing Committees which meet twice per year (Sponsorship, Governance, Finance, Communications, and National Championship).

- Other meetings may be convened on an ad hoc basis.
- Director Nominations – send notification to member clubs (including link to nomination form) in September to solicit nominations for Annual Members Meeting.
- National Judge Selection - send notification to member clubs (including link to nomination form) in September to solicit nominations and forward to the National Committee when received.
- Forms & Filings – file Corporate Canada Annual return, CKC membership and directors update, Top Retriever statistics are sent to CKCat the end of the calendar year, and work with the Web Administrator to ensure all website forms and links are up to date.
- Administration – maintain all files, correspondence, and documents on the NRCC Shared Google Drive.
 - Maintain email distribution lists for Field Trial Secretaries, Member Clubs, and Directors.
 - Receive all NRCC correspondence and either reply or forward to the appropriate individual to respond.
 - Insurance – ensure NRCC General Liability and Directors & Officers insurance is renewed with appropriate named or additional insured added (ie Purina) each year. Certificates of insurance must be forwarded to sponsors by January of each year.
- Sponsor Recognition – on April 1 of each year, prepare the new sponsor catalogue insert for Field Trial Secretaries, including distribution to Canuck Dogs.
- National Retriever Championship – work closely with the National Committee and Host Club:
 - Receive Host Club Applications and/or prepare documents: letter of intent, proposal, letter of undertaking.
 - Prepare National judges' acceptance letters.
 - Prepare CKC National event application and judges' applications, and ensure confirmations are received and forwarded to the field trial secretary.
 - Submit CKC National results, entry forms, fees, catalogues (marked & unmarked).
 - For National Event order or arrange for: pins & engraving, perpetual trophies, keeper trophies, ribbons, table banner, judge's paddle. Confirm with sponsor liaison that banners are received by the Host Club.
 - Work with National Reporter to ensure winner and finalist photos meet sponsor obligations, and National article is completed and sent to Retriever News.
- Website and Field Trial Schedule Support - the Secretary should have the skills to assist the Web Administrator with website maintenance, posting announcements, maintaining the field trial schedule, and updating results links, if needed.
- Technical Skills – the Secretary will be required to use the following software and/or tools:
 - Google Workspace for Non-profits, which includes Shared Drive, Gmail, Calendar, Meet, and Admin Console.
 - Zoom Meetings
 - Familiar with Microsoft software such as Word and Excel or Google Sheets and Docs
 - Adobe Acrobat Professional

Honorarium: TBD (under review)

Work Environment: The position requires the ability to work remotely (with reliable internet) across all time zones and supply their own desktop computer or laptop. Most software is cloud-based, and any proprietary or special software will be provided by the NRCC.



Year at a glance:

January	February	March	April	May	June	July	August	September	October	November	December
Annual Members Meeting	Directors Meeting			Directors Meeting			Directors Meeting				Director Meeting
		Committee meetings								Committee meetings	
Prepare judges' acceptance letters			Distribute Sponsor recognition insert	Order pins, trophies, ribbons, etc for National				National Event	National Event Application	National Judge Panel Application	Follow up with CKC re: event /judge application
CKC Directors update (form)								Send Directors Nomination forms to member clubs (follow month end)	AMM Notice to member clubs		Member renewal notice
Certificate of insurance to named insureds (Purina, etc)			Corporate Canada filing	D & O Insurance renewal				Send National Judge Nomination forms to member clubs (follow month end)	Send Proxy & Delegate forms to member clubs		Renew General Liability Insurance
											Top Retrievers to CKC