



## 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](mailto:executive@nrcc-canada.com)

### **Job Description: NRCC Secretary**

Reporting to the President, the Secretary provides coordination and communication between members, the Board, and outside agencies.

The Secretary works closely with the NRCC Executive, Treasurer, Directors, Host Club, and Web Administrator. The workload fluctuates during the year, however averages approximately 8 - 10 hours per month.

Key areas of responsibilities include:

- Membership – maintain list of 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; approximately 10 meetings per year.
- Send annual notification for Director and National judge nominations.
- 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 correspondence, and documents on the NRCC Shared Google Drive.
- Insurance – ensure NRCC General Liability and Directors & Officers insurance is renewed annually with appropriate named or additional insured added (ie Purina).
- Sponsor Recognition – on April 1 of each year, prepare the new sponsor catalogue insert for Field Trial Secretaries and Canuck Dogs.

- National Retriever Championship – work closely with the National Committee and Host Club to prepare event and judges' applications, order pins, ribbons, and trophies, and post-event forms.
- Technical Skills – the Secretary will have good computer skills and be comfortable with Microsoft and Google software. The NRCC uses Google Shared Drive, Gmail, Calendar, Zoom, and Adobe.

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.



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		Follow up: Trophies, ribbons, pins to Host Club		National Event	National Event Application	National Judge Panel Nominations	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, call for agenda items		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