

SHOW CHAIR

Ultimate person responsible for the overall planning, execution and reporting of results of the National Specialty. Acts as Conformation Chair unless responsibility delegated to Assistant Show Chair. Oversees the various Show Committee Chairs and ensures that all planning details of the Specialty are completed by the deadlines prescribed in the Long Term Timeline and 90 Day Checklist. Fills in for unassigned positions as required. The Show Chairman may enter the Specialty as long as his/her participation doesn't detract from his duties and responsibilities. (See Item 9.0 in this chapter). It is strongly advised that this individual does not Chair another committee.

Qualifications

- Must be a BMDCA member in good standing and must be approved by the BMDCA Board. Should the Show Chair be unable to fulfill the duties of this assignment, the Assistant Show Chair will accept all duties and responsibilities.
- An effective leader with good communication, organization and planning skills
- Must have organized at least one major dog event (e.g. regional specialty, match, obedience trial, draft test, etc.) OR have similar experience in planning non-dog events (e.g. business conferences, sales meetings, etc.). An individual with non-dog event experience must have a working knowledge of and active participation in dog show events. S/he doesn't have to have competed in all events of a Specialty, but at a minimum, should have attended them.
- Knowledge of AKC's Rules Applying to Dog Shows, and Dealing with Misconduct. Each of these booklets can be obtained from AKC free of charge.
- Ability to apply the following basic management skills: setting priorities, making decisions, being resourceful and solving problems quickly and efficiently, conducting committee meetings, dealing effectively with people, communicating professionally, meeting deadlines, working within financial policies and procedures, and compiling records.

Time Commitment

This is at least a three-four year assignment, with busy periods occurring at the beginning for initial planning, site selection and recruiting key positions; at about three years along for submitting the specialty bid and finalizing the site contract; at two years out securing judges, superintendent and other key service providers; and, from about one year out, finalizing all plans for the show and remaining in control until the last exhibitor is gone and the grounds cleaned and turned back to the Hotel. Following the Specialty, letters of appreciation need to be sent, an article written and photos submitted to the Alpenhorn Editor, the financial statement prepared, and the Show Chair Final Report submitted.

Authority

- Assumes full responsibility for the planning and execution of all aspects of the National Specialty.
- The Show Chair shall appoint a core group of people to serve on the Specialty Committee. These Committee Chairs shall report directly to the Show Chair.
- **The Show Chair is the only individual with authority to sign contracts associated with the National Specialty including but not limited to judge's contracts, superintendent and event secretaries, trophy and/or equipment suppliers. (Site/hotel contracts must be signed by the BMDCA President.)**

1

Responsibilities

- The Show Chair shall obtain the AKC Show/Trial Manual from the American Kennel Club.
- Appoints standing committees to perform the many functions of the National Specialty and recruits individuals to Chair each committee.
- Ensures all items on Long Term & 90 Day Checklist (see attachments A-3 & A-4) are completed in time frame indicated.
- Distributes copies of all committee descriptions and responsibilities contained herein to each Committee Chair.
- Participates on the Site Selection Committee and prepares and submits Specialty Bid and Site Proposal to BMDCA Board for approval (See Chapters 4 & 5).
- Works with the BMDCA Specialty Coordinator to secure Host Hotel and Site contracts.
- Works with the Ways and Means Chair (or designated committee) to develop a theme and logo concept and arrange to have a specialty logo designed which symbolizes the theme.
 - The logo artwork shall be available for many sources such as tee shirts, web advertising, planning book, premium and catalog covers, specialty newsletter, etc.
 - The artwork should be fairly simple in design that will be readable in both small and large images.
- Works with the *Budget Planning & Management Chair* to establish an initial budget, which shall be submitted to the BMDCA Board for approval approximately 18 months prior to the Specialty dates. The operating budget should be finalized no less than 6 months prior to the Specialty dates. (See Chapters 6 & 10)
 - Distributes budget worksheets to each committee chair to develop meaning budget.
 - After initial budget is approved, informs all committee heads of the funds available for each activity. Each committee is responsible for keeping expenditures in line with the budgeted amount for that activity.
 - If any committee is unable to meet the budgeted amount for their activity, the Chair of that committee shall notify the Show Chair as soon as possible.
 - Works with the *Budget Planning & Management Chair* and respective Committee Chairs to set the rates for entry fees and activities such as banquet meals, catalog advertising, seminars and other activities.
- Works directly with the Show Committee Chairs in the coordinating of the events and setting the tentative schedule of events and activities. (See Chapter 8.)
- Responsible for contracting judges and other professional services including AKC Superintendent, Emergency Veterinarian, Event Photographer and Videographer, professional steward (if desired), etc. (See Chapter 9 & 10.) **Such records shall be made available to AKC[®] upon request and available at the show site on each day of the event.**
- Works with the Specialty Coordinator Committee to prepare all the information needed for AKC and BMDCA event applications. (See Chapter 13.)
- Contacts the Specialty Coordinator to prepare BMDCA membership list/labels for all the required mailings (e.g. planning booklet, premium list, judging programs, etc.).
- Works with the Committee Chairs to gather content needed for the Specialty Premium Lists. (See Chapter 14.)
- After the closing date, is responsible for developing the schedule for the Judging Program based on the number of entries received. (See Chapter 12.)

- Ensures that all required publications are available at ringside (see AKC Show/Trial Manual).
- Performs the duties of Conformation Chair (unless otherwise assigned.)
- Informs the Conformation judge of the requirements for giving Awards of Merit during the Best of Breed competition.
- Emcees the Judges Dinner and publicly thanks all the volunteers before the conclusion of the National Specialty.
- Responsible for providing content to the Alpenhorn Editor for the Specialty issue
 - Writes an overview/summary of the Specialty (unless assigned to other individual).
 - Receives a complete set of “win” photos from the Specialty Photographer(s) and forwards them to the Alpenhorn Editor for publication in the Specialty edition.
 - Follows-up with judges to ensure write-up of assignments are submitted prior to publication deadline.
- Ensures Committee Chairs arrange for the proper disposition of all unclaimed raffle prizes and unsold ways and means merchandise.
- Gathers relevant data from each Committee Chair and submits Show Chair Final Report. (See Attachment A-5.)
- Works with Specialty Treasurer to finalize all outstanding invoices/checks to guarantee that the final financial report can be filed no later than December 1st of the year of the Specialty.