

HERDING CHAIR

Responsible for the overall planning, execution and reporting of the results of the AHBA Herding event. Oversees the various Herding Event Committee members and ensures that all the details of the event are attended to in accordance with AHBA Regulations. Fills in for missing positions as required. The Herding Chairperson may enter the event.

Qualifications

- Must be a BMDCA member in good standing
- An organized, effective leader with good communication skills
- Experience in planning, or exhibiting at an AHBA Herding Test/Trial (Previous experience as Chair or Secretary is highly recommended, but not required)
- Familiarity with the AHBA's Rules and Regulations
- Experience in planning of events and the ability to apply the following basic management skills: (e.g. setting priorities, making decisions, being resourceful and solving problems quickly and efficiently, dealing effectively with people, meeting deadlines, and compiling records)

Time Commitment

This is at least a one to two year assignment, with busy periods occurring intermittingly throughout the years. There will be the need to organize and plan for the site selection, event dates and judges, hospitality, trophies and ring favors, copy for planning booklet and premium list, and communication with the secretary from the day AHBA sanctioning is granted to entry closure and until the last exhibitor is gone. There is also a two-week period after the Specialty when letters of appreciation should be sent and report filed.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance and Herding, noting details of all position descriptions, relevant deadlines and BMDCA Policies (bold and underlined text).
- Work with the Show Chair to determine event date.
- Assemble members of the Herding Event Committee. Assign committee members to be responsible for coordinating with and maintaining communication with the following Committee Chairs: Grounds, Hospitality, Trophies, etc.
- Contact local herding clubs to identify suitable location(s) and possibly rent equipment.
- Work with Show Chair and Show Treasurer to develop budget.
- Review AHBA procedures detailed in the AHBA Rules & Regulations in advance of the event.

At Least Two Years Prior to the Specialty

- Secure site and herding equipment. Forward any contracts to Show Chair for signature.
- Work with Herding Event Committee *and BMDCA Herding Chairperson* to select suitable location and judges. Inform the Show Chair so contracts can be prepared.
- Coordinate with the Trophy Chair to determine plan for trophies, rosettes and souvenirs.
- Begin recruiting a sufficient number of volunteers.
- Identify other facility needs (e.g. tenting, portable restrooms, etc.) and develop budget.
- Work with Show Chair to develop budget and entry fees.

At Least One Year Prior to the Specialty

- Confirm all judge's contracts have been signed and returned.
- Work with the Assistant Show Chair to develop Emergency Procedures and Safety Plan, including identifying location and directions to Emergency Veterinarian services (See Chapter 9). Provide copy of completed plan to Assistant Show Chair and copy to Herding Secretary on the day of the test(s).

- Obtain copies of last year's premium list and planning booklet from Show Chair. Begin preparing documents, consulting AHBA rules and making any necessary updates.
- Update budget and advise Show Chair of any changes to forecasted income and expenses

No Less Than Six Months Prior to Close of Entries

- Request proof of insurance to document on AHBA Sanction Request forms.
- *Recruit Judges Hospitality Chair who is responsible for travel arrangements of judges including reserving hotel rooms if necessary. Contact with the Specialty's Hospitality Chairperson is recommended. If no Judges Hospitality Chair is named, then the duties of said chairperson are that of the Event Herding Chairperson.*
- Coordinate hospitality and lunch arrangements for judges, workers and exhibitors with the respective Hospitality Chairs. (May assign to separate Herding Event Committee member.)
- Work with the Grounds Chair to secure rentals of all budgeted equipment (wherever feasible to obtain volume discount): tenting, portable restroom facilities, tables, chairs, trash barrels, pooper scoopers and poop bags; communicate any additional equipment or signage needs.
- Submit premium list and planning book copy to respective Chairs. Proof and return comments by the prescribed deadlines.
- Update budget and advise Show Chair of any changes to forecasted income and expenses.

60 Days Prior to the Specialty

- Follow-up with volunteers to reconfirm assignment.
- Ensure Test/Trial Secretary has filled out and submitted AHBA application to the AHBA Sanction Coordinator with copies provided to the Show Chair and Specialty Coordinator.
- Update budget and advise Show Chair of any changes to forecasted income and expenses.

One Month Prior to the Specialty

- Confirm all equipment is secured (e.g. fences, livestock, etc.)
- Confirm last minute items with site manager (i.e. arrival day/time, etc.)
- Discuss any set-up requirements and housekeeping responsibilities with Grounds crew.
- Purchase authorized budgeted equipment and supplies.
- Create and communicate work schedule and lunch options to volunteer workers.
- Follow-up with Judges' Hospitality to ensure Judges' Information Sheets are sent.
- Submit Premium List to Web Site.

Week of the Specialty

- Remind all Herding Event Committee members to review AKC procedures detailed in Dealing with Misconduct in advance of the event.
- Arrange to have someone take pictures of Herding Test qualifiers with judges.

Day of Test

- Provide a copy of the Emergency Plan to the Herding Secretary.
- ***Ensure that proper equipment is available the day of test/trial including (2) stop watches, clipboards, pens/pencils, etc. and a first aid kit is on-site.***
- Oversee Test operations, assisting judges in any capacity that is requested. Remain available in the test area throughout the event hours. Report any problems to the Show Chair.
- Remind test qualifiers they are welcome to take photos with the Official Show Photographer.
- Clean-up and secure area and conduct verification walk-thru with site manager.

Within Two Weeks of the Specialty

- Send thank you notes to volunteers, Herding Event Committee members and judges (reminding judges to prepare write-up for Alpenhorn Specialty issue).
- Ensure photos are e-mailed/sent to qualifiers.
- Submit a completed report to the Show Chair (see Chapter 2 Attachment A-1).

Within One Month of the Specialty

- *Complete the final Expense Report to be submitted to the BMDCA Specialty Chairperson and BMDCA Herding Chairperson.*
- *Receive the Judges' Alpenhorn article(s) and submit to the BMDCA Alpenhorn editor. Submit any photos to accompany the articles at this time. Send a copy of the article(s) to the BMDCA Herding Chairperson.*

Key Statistics for Historical Data:

1. Herding Entries (by Class)
2. Herding Entry Fees