

ASSISTANT SHOW CHAIR

Assists the Show Chair with the overall planning, execution and reporting of results of the National Specialty. Designated as the Emergency Response Coordinator for the event and is responsible for the development of the Specialty's Disaster & Emergency Plan and ensuring that AKC's Emergency Procedures are adhered to. May directly oversee various Event Committee members to ensure that all the details of the Specialty are attended to in accordance with AKC and BMDCA Regulations. Fills in for unassigned positions as required. The Assistant 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). The Assistant may Chair another committee depending on the size and scope of the event.

Qualifications

- Must be a BMDCA member in good standing
- Possess skills that complement the Show Chair
- Experience in planning of events and the 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.
- *Willing to accept all duties and responsibilities of the assignment should the Show Chair become unable to fulfill the duties of the position.*

Time Commitment. See Show Chair

Time Line.

Upon Accepting Assignment

- Obtain copy of AKC's Show/Trial Manual and familiarize self with contents of it and the National Specialty Manual, paying particular attention to AKC Rules and Regulations and BMDCA policies and procedures.
- Familiarize self with AKC's Emergency Procedures at Dog Shows (See Section 11).

Throughout Planning Efforts

- Assist Show Chair in all areas. Shares committee oversight responsibility with Show Chair, dividing committee reporting to maximize effectiveness of both parties.
- Assume responsibility in the Show Chair's absence.

No Less than 18 Months Out

- Develop Disaster and Emergency Plan

No Less than One Month Out

- Conduct Site Walk Through (with Show & Grounds Chairs if possible) to assess any site safety issues and ensure all provisions of AKC Emergency Procedures are in place.

Week of the Specialty

- Work with Show Superintendent and Grounds crew to mitigate any safety issues and ensure all provisions of AKC Emergency Procedures are followed.