



**RESUME FORM**

**OFFICERS AND DIRECTORS  
AMERICAN ROTTWEILER CLUB**

*(Please print clearly or type)*

**GENERAL INFORMATION**

Name: \_\_\_\_\_ Office Sought: \_\_\_\_\_

Address: \_\_\_\_\_ Sponsors: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ ARC Member Since: \_\_\_\_\_

Phone: \_\_\_\_\_ *Nominees for Officer must be ARC members for at least 5 continuous years (3 years for Director).*

Email: \_\_\_\_\_

**ROTTWEILER ACTIVITY**

I have owned Rottweilers since: \_\_\_\_\_ I use the following kennel name: \_\_\_\_\_  
(year)

I breed Rottweilers  Yes  No

I have bred \_\_\_\_\_ and co-bred \_\_\_\_\_ litters between the years \_\_\_\_\_ & \_\_\_\_\_  
(number) (number) (year) (year)

I currently own \_\_\_\_\_ and co-own \_\_\_\_\_ stud dogs.  
(number) (number)

My stud dogs have sired \_\_\_\_\_ litters between the years \_\_\_\_\_ & \_\_\_\_\_  
(number) (year) (year)

Dogs I have owned or co-owned have earned titles in the following areas:

Tracking  Herding  Agility  SchH  Carting  Conformation  Obedience  Rally

**ARC and OTHER CLUB MEMBERSHIPS**

List all dog-related club memberships you currently hold, date joined, and positions held (with date).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the date and state of any ARC National Specialties you have attended.

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\_\_\_\_\_

**PERSONAL VIEWPOINTS and GOALS**

What are your views on what you consider the top issues facing the Rottweiler?

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Why do you wish to hold office or become a director?

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If you are elected, what are your goals?

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To the best of my knowledge, as an ARC member I have and will continue to abide by the Mandatory Practices.  Yes  No If No, please explain.

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As a potential candidate for an American Rottweiler Club Board position, I have read the job description for this position on the American Rottweiler Club website ([www.amrottclub.org](http://www.amrottclub.org)) and am confident I have both the experience and time to successfully fulfill my duties. I hereby respectfully submit my resume for consideration.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Job Description: Board of Directors**

Approved by the ARC Board: 6/7/12

### **Duties**

All Officers and Directors must adhere to Standing Rule B.1. "All Board communication, both written and verbal, is confidential, unless deemed otherwise by a majority of the Board. This rule applies to communication within the Board as well as with all other parties. And it continues to apply after a person is no longer serving in any official capacity."

All duties are to be carried out in accordance with the guidelines and requirements of the ARC Constitution and Bylaws and ARC Standing Rules.

The Director should familiarize him/herself with both the ARC Constitution & Bylaws and the ARC Standing Rules.

The Director must be able to give a minimum of an hour a day to checking and answering emails related to Board discussion. It is not acceptable for Board members to be off line for days at a time without checking in on what is currently transpiring via emails. The Director is to notify the Secretary or President if he/she will be away from home or off line for an extended period of time.

No email or electronic tracking software, programs or any other electronic means of tracking emails shall be used with or attached to any Board member's emails for Board business without full disclosure by the user of its existence, full description of the parameters of the program or software and unanimous approval by each and all Board members before such may be used by any individual Board member.

The key duties and responsibilities of a Director are to support the ARC President with opinions and suggestions. Written communication is essential and must continuously be exercised in a timely manner. Objectivity without biased prejudices must be exhibited when submitting recommendations for the Club.

Creativity, initiative, timeliness and motivation are all characteristic attributes required to perform in the Director's capacity.

As a Board member of the ARC, the Director must conduct himself/herself in a tactful and diplomatic manner setting an example in public and at ringside.

The Director must be cognizant to the Club's atmosphere and report to the Board any disturbances which may affect the Club or the Breed's reputation.

Copies of letters originated by members of the Board of Directors relative to the running of the club will be sent to all Board members. The Secretary will retain copies of all such correspondence in the club files.

Responses to any non-routine correspondence shall be reviewed and approved by the Board prior to sending to ensure consensus on the response and that it reflects the opinion of the majority of the Board.

At no time will a member of the Board be allowed to reply privately to either member or non-member correspondence that is addressed to and/or intended to be reviewed/commented on by the full Board. It is imperative that there will be "one voice" for the ARC and not 9 individual opinions. The President shall be the Board member who responds to any non-routine correspondence, as well as the Board member who disseminates any information to the general public. However, all responses shall receive majority approval by the Board before being sent. The President's responses to general correspondence from members will be short and concise until the Board can develop a general response that will be posted on the ARC website. And until the Board can develop a response, the President will only acknowledge receipt of the correspondence. Any response to outside organizations will be developed by the President in conjunction with the ARC Public Relations Chairperson and approved by the majority of the Board as well.

The use of ARC letterhead/logo on communications outside the ARC Membership is subject to prior approval of the Board.

On letters and emails in regards to ARC business, the use of personal kennel names, web sites, dog names, etc. is inappropriate and is not allowed; conversely, on personal correspondence, ARC titles/position shall not be used.

To avoid any conflicts of interest, or perception of impropriety, any Officer or Board Member of the American Rottweiler Club, cannot accept, be seated on, or hold any other officer/board position of any other Rottweiler affiliated organization that may benefit, profit, or receive any type of financial assistance from the American Rottweiler Club.

To avoid potential conflicts of interest, or potential use of position to influence opinion on club matters, no sitting member of the Board of Directors shall be an owner, co-owner or moderator of any public or private email, chat, yahoo or other web based group that in anyway has as its reason(s) for existence to be the discussion of topics related to the Rottweiler.

Furthermore, any sitting member of the Board who participates in such a group must not comment on matters pertaining to ongoing club business, proposed membership applications, Standard and/or MP amendments, etc. All postings should always emphasize that the writer is responding as an individual and not as a representative of the Board.

No current Board member shall personally exhibit any dog to another current Board member who is judging at any show.

Officers and Directors will serve as liaisons to all ARC Committees. (See Board Liaisons To ARC Committees – 6/27/08)

## **Expenditures**

Unless otherwise provided, no committee chairman, committee member or Board member can obligate ARC funds without prior Board approval.

Any member of the Board and/or Committee who will incur more than \$75 in expenses in a given month must receive prior approval of the Board. Expenses shall not include reimbursement for travel, meals and/or lodging unless specifically approved by the Board. Exempt from this ruling are those whose job descriptions/committee procedures/standing rules specify a different amount and those who are appointed to do a specific job; e.g. printing & postage costs for Top Dog Chairman; printing & postage costs of mailing annual Junior Packets; travel, meals and lodging for AKC Delegate, etc. Original receipts must be included with all reimbursement forms sent to the Treasurer and should be sent monthly or quarterly.