

Section 5: Duties of Cat Officers and Directors

Listed here are all duties of officers and directors of CAT. As a board, each member will be given a specific task that they will adhere to for the good of the Association's membership and themselves. Each board member will have a job description, however, this does not limit them strictly to this area of aide for CAT. We thank everyone for the time and effort the board puts in for CAT.

PRESIDENT:

- 1) To improve and build the association's membership. To conduct cooperative board meetings with more frequency. Maintain communication with all members, contacts and general public. Set time frames and accountability for all directors and projects set forth. Lead in order all meetings in concurrence with bylaws. Lead annual membership meeting at annual Competition and Art Show Convention. Work with the secretary to make sure any persons, suppliers and donors who contributed to the annual Art Show are recognized and thanked.
- 2) To keep a running tally of points that the members have earned towards a masters award, a list of members who have earned the masters and points awarded. To provide CAT members and CAT's administrative board, including membership this list.
- 3) As Taxidermy Art Show Entries Registrar: (President & Secretary) Register and compile a record of all items that are entered into CAT's Art Show Competition. Record the score received by each entry into the appropriate record keeping documents. Provide entry's scores and placement to personnel who are distributing competition ribbons and awards. Compile and provide a list of members who will receive CAT Major/Special competition awards at the Art Show Awards banquet.
- 4) As Newsletter Editor: To write three (3) newsletters a year plus one (1) post show newsletter, compiling of four quarterly newsletters. The post show newsletter must include the "show results" which is the tally of all entries and their scores and will be available to all current CAT members. The scores will be available to each member that competes on the website and in a printable form.

VICE PRESIDENT:

- 1) To improve and build the association membership. To assist with cooperative board meetings with more frequency. Supervise activities before, during and after the Art Show. To support and assist the President with duties.

SECRETARY:

- 1) To record, transcribe and enter into the permanent record and distribute a copy to each CAT board member, the minutes of all CAT board meetings. Witness the tabulation of votes cast in elections for CAT administrative board members and certify the elections results as accurate and maintain those results and ballots cast in the official record for 2 (two) years (full term of office).

- 2) As official office manager, to keep and maintain the official records of CAT including the bylaws. Enter into CAT's database, information provided about each current CAT member. Information to include:
Member name, address, phone number, email address, website address and if the member is willing to have their selected information displayed on the official CAT website
- 3) As Taxidermy Art Show Entries Registrar: (President & Secretary) Register and compile a record of all items that are entered into CAT's Art Show Competition. Assign a unique number to each entry so that scores received can be accurately assigned to the proper entry.
- 4) To coordinate with the treasurer in securing grounds where the Annual Competition and Art Show will take place.

TREASURER:

- 1) To supervise all pay distributions. Maintain a monthly balance in concurrence with bank statements. Pay only revolving bills on a regular basis. All non-revolving bills are to be only paid with the approval of the president and vice president in concurrence. All supplemental bills or expenditures are to be only processed and paid with the board majority approval. Only bills or reimbursements will be compensated upon receipt of actual bills showing a balance of zero, PAID.
To pay for all approved Judge's expenses, excluding alcohol. This includes housing facility, car rental, food, air fare and expenses related to travel to and from the Art Show Competition.
- 2) To file annual IRS required tax documents. IRS tax ID# 68-0263478.
- 3) To assist with Art Show Competition registration. Collect entry and membership fees due from registering members. Collect monies due from the Art Show Banquet Auction. To coordinate with Fundraising and Merchandise persons with money collected in raffle ticket and clothing sales.
- 4) To coordinate with the secretary in securing grounds where the Annual Competition and Art Show will take place.
- 5) To coordinate with the Seminar director in securing housing and car rental for the Judges.

THE ABOVE DUTIES MAY BE ASSISTED WITH BY THE DIRECTORS THEMSELVES IN COOPERATION WITH THE PRESIDENT, VICE PRESIDENT, SECRETARY OR TREASURER. THE FULL RESPONSIBILITY OF THESE DUTIES REMAIN WITH THE OFFICER ASSIGNED TO THE TASK.

DIRECTOR/OFFICER AID:

- 1) To aid the Officer in his/her duties as listed under duties. That includes, but is not limited to:
recording points for all members towards their master's award.
- 2) To keep all award information and details current and up to date.
- 3) To aid at registration for the Annual Competition and Art Show or to appoint help with registration.
- 4) To assist in compiling of points and information necessary to compose the Awards Agenda for each Annual Competition and Art Show.

DIRECTOR/JUDGE AND SEMINAR COORDINATOR:

- 1) Select and secure Judges, Birds, Game Heads, Life Size Mammals, Fish/Reptiles and Habitat, for the Annual Competition and Art Show. Have the judges complete and return the Judges Contract. Judges will select a topic to present a seminar on. Schedule their seminar on the show schedule.
- 2) Assist the selected Judges, and coordinate with the Treasurer for travel arrangements, housing, and car rental if necessary.
- 3) To appoint any other seminar instructors, or to be the instructor of seminar, for the Competition and Art Show.
- 4) Set up and supervise all activities in seminar areas. Assist seminar provider with gathering required materials and supplies.
- 5) Make sure members have paid and are wearing their arm band to attend seminar(s).
- 6) To plan/orchestrate the winter seminars for CAT and to be a cooperating party in the operations of the seminar.
- 7) To seek hosts and schedule dates of the seminars. To compile all receipts necessary to put on the seminar(s) and to decide, with board approval how much to charge members at yearly seminars. All seminars must be in the interest of current CAT members and for the interest of furthering CAT's purpose.

DIRECTOR/FACILITIES DIRECTOR:

- 1) To design the showroom floor for the Annual Competition and Art Show Convention.
- 2) To orchestrate and appoint help with set up and take down of the backboards
- 3) To assure the safety of all mounts, and that they are securely fastened/mounted to all backboards.
- 4) To put tablecloths on tables, put up signs, ropes or any other materials that improve the function and organization of the displayed pieces.
- 5) To help/aid members for the first day of the show in small duties that include but are not limited to: Remind members to groom their mounts, and have photos taken of their mounts before displaying on the showroom floor. (No grooming allowed once mount is on the showroom floor.)
- 6) To coordinate rental of facilities for the show, including tables, chairs, stage and any other supplemental equipment necessary for the show.

DIRECTOR/WEBSITE AND SOCIAL MEDIA COORDINATOR

- 1) To be the designer and orchestrator of the layout and operation of the web or media site.
- 2) Edit, publish and distribute the CAT newsletter in a timely manner.
- 3) To operate and maintain the CAT website: *caltaxidermists.com*. To keep the domain name active and coordinate with the treasurer for payment of the domain name.
- 4) Coordinate with Seminar Director regarding seminars that will be posted on social media and website. Include: Date, Time, Location, Fee, Meals if included, Membership requirement, and any other appropriate information.

- 5) To answer forum questions with the help of the appropriate board member if necessary.
- 6) Communicate with Donations and Awards Coordinator regarding any advertising requests from donors and sponsors.

DIRECTOR/CAT SHOWS CATERER:

- 1) Coordinate meals for the board members and judges during the Annual Competition and Art Show.
- 2) Coordinate the meal for the members meeting.
- 3) To organize and host the Banquet Dinner for the CAT membership and to appoint the help necessary to run/operate the dinner conductively.

DIRECTOR/MERCHANDISE:

- 1) To place orders for merchandise including hats, T shirts and any other board approved items.
- 2) To maintain an accurate record of inventory.
- 3) To set up and host the sales table during the Annual Competition and Art Show and keep an accurate tally of inventory and profits of all sales.
- 4) To promote CAT merchandise sales all year and at seminars that CAT hosts.

DIRECTOR/FUNDRAISING:

- 1) To secure items to be raffled off for all raffles. Fall-Winter and Winter-Show.
- 2) To design and purchase raffle tickets.
- 3) Coordinate with Treasurer for payment of invoice or of paid receipt from company which items were purchased from.

DIRECTOR/DONATION AND VENDOR COORDINATOR:

- 1) To coordinate with Vendors whether they will be making a materials donation or \$200.00 donation for their space at the Annual Competition and Art Show.
- 2) To solicit and receive art show auction donations from suppliers, vendors and members attending the show.
- 3) To organize all donations for members meeting night and the Annual Competition and Art Show.
- 4) To compile any/all records or receipts from donors, then take that information and compose a donations list.
- 5) To provide all donors with a tax donation form if necessary and thank all donors for their contributions to CAT.
- 6) Any monies donated must be turned into the CAT Treasurer.
- 7) To be the receiver of donations and allow their address to be available for donations to be shipped to their house.
- 8) To orchestrate the display of all donated items and to be the decider of which donations shall be raffle, auction or prize items.

- 9) To provide the persons keeping track of the auction with a list of auction items, in the order they will be auctioned off.

DIRECTOR/AWARDS COORDINATOR:

- 1) To plan, order, deliver and maintain all awards and ribbons for the Annual Competition and Art Show.
- 2) To stage/set up all awards for distribution at the awards banquet.
- 3) To contact all providers for Annual Competition and Art Show special awards.
- 4) Maintain contact and a master list of all Award/Trophy donors and suppliers.
- 5) To assist with seminar monitoring if necessary.

DIRECTOR/YOUTH RELATIONS COORDINATOR:

- 1) To encourage and promote current youth members of CAT in the art of taxidermy
- 2) To help or aid in any questions the youth members may have during the CAT Art Show and Competition.
- 3) To orchestrate one (1) youth seminar during the year and see to the details in that regards.