

BGRC Volunteer Opportunities  
 Draft prepared: September 15, 2010/Updated October 5, 2010

Task	Description	Special Skills/ Supplies Needed	Current Volunteer(s)
Annual Banquet Coordinator	Reserve facility for annual banquet; plan activities, e.g., photo contest, auction, etc.; coordinate reservations from members.		Sandy Stoller
Board Officers and Directors	Officers: President, Vice-president, Secretary, Treasurer.  Board: Conformation, Field, Obedience, At-large.	See <i>BGRC Constitution and Bylaws</i> for responsibilities (available for download on web site).	Bill McEachern, Sandy Stoller, Carol Pacetti, Joan Kaml  Jean Taylor, Dan Feisthammel, Sandy Flaaten, Jan Nyland
Breeder Referral	Monitor club voice messaging system and respond to telephone and email inquiries; educate public about breed; process breeder applications in accordance with club policy.	Knowledgeable about breed; work well with public by telephone and email.	Jean Granger
Education Coordinator	Coordinate public education events; serve as resource to public.	Knowledgeable about breed; work well with the public by telephone and email.	Jean Granger
Event photographer	Take photos at club events for publication on web page and in newsletter.	Digital camera capable of quality pictures	
General Meeting Program Coordinators	Arrange speakers; coordinate programs at bi-monthly general membership meetings; process food orders and coordinate dishes to pass as needed, e.g., November chili dump, May fun field day cook out.		
GRCA Delegate/Columnist	Club liaison to GRCA; writes bimonthly BGRC column appearing in <i>GRCA News</i> .	Writing skills; Experience with breed.	Edell Schaefer
GRRoW Dog Walk Information Table /Demo	Coordinate and staff information table and dog demo at October GRRoW Tails for Trails event (this is a public education event).	Knowledgeable about breed.	Steven and Susan Scherber

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Highland Games	<p>Coordinator: Recruit members to staff public education information table at Highland Games over Labor Day weekend.</p> <p>Volunteers: Staff information table for selected time blocks during the day (Saturday and Sunday); assist with set-up and take-down.</p>	<p>Communication and organizational skills.</p> <p>Enjoy meeting the public and showing off Goldens.</p>	Deb Klemp
Hunt Test (June)	<p>Chair: Reserve location; arrange judges; staff event.</p> <p>Secretary: Prepare premium, process entries.</p> <p>Volunteers: Marshalls, wingers, poppers, tossers, planters</p>	<p>Field knowledge and experience.</p> <p>Knowledge and experience.</p> <p>Willingness to learn; some equipment and clothing required.</p>	<p>Steven Scherber</p> <p>Joan Kaml</p> <p>Sandi Haessler Glenn Weber Josie Trad Barb Mattheis Jean Granger Mike and Sharon Long Jean Taylor</p>
Legislative Liaison	Maintain member awareness of dog legislation important to fanciers and pet owners.		Wendy Biewer
Membership	Recruit new members; maintain membership records; process annual renewals.	Computer skills; sales skills.	Sandy Stoller

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Newsletter Editor	Write, edit, and produce bi-monthly newsletter; duplicate and mail newsletter; solicit news items from members.	Writing skills; basic to advanced word processing skills; computer and appropriate software.	Bill McEachern
Nominating Committee	Committee consists of one board member and two or more voting members; contacts members to serve on board and reports to secretary; active for several weeks in fall.		Jan Nyland Josie Trad Shirley Wolcyk
Obedience Correction Match(s)	Chair/Secretary: Rent facility; process entries.  Volunteers: serve as obedience ring callers and stewards	Callers need familiarity with novice, open, and utility exercises; stewards only need willingness to learn.	Joan Kaml Jan Nyland
Recognition & Achievement Awards	Process recognition and reward applications based on club program guidelines; work with supplier to prepare plaques and plates; present awards at annual banquet.	Organizational skills; eye for detail;	Julie Strey Johnson
Specialty	Chair: Reserve location, arrange judges, staff event.  Secretary: Prepare premium, process entries.  Volunteers: conformation ring stewards, obedience ring stewards, set-up and clean-up crew, grounds crew, hospitality, decorating.	Conformation and obedience knowledge.  Knowledge and experience.  Willingness to learn.	Sandi Haessler  Joan Kaml  Julie Strey Johnson (decorating)
Specialty Advertising	Solicit catalog advertising.	Sales skills.	

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Specialty Raffle, Auction, Trophy Coordinator	Solicit trophy, raffle, and silent auction donations from members and vendors for annual Specialty; staff raffle/silent auction table at Specialty.  Volunteers: Assist coordinator with solicitations and staffing at Specialty.	Sales skills.	Sandy Flaaten
Sunshine Club	Send condolences, get-well wishes to club members.		Jean Granger
Video Librarian	Maintain collection of dog videos and circulation records (Note: collection currently consists of older VHS tapes – need to evaluate replacing or converting to DVD).		
WC/WCX (August)	Chair: Reserve location; arrange judges; staff event.  Secretary: Prepare premium, process entries.  Volunteers: Marshalls, wingers, poppers, tossers, planters	Field knowledge and experience.  Knowledge and experience.  Willingness to learn; some equipment and clothing required.	Dan Feisthammel  Joan Kaml
Webmaster	Maintain club website, domain name, and hosting service	Computer skills; web and FTP software (free versions available)	Bill McEachern