

**Paws4Fun Agility To-Do List 2015**

**President**

- VP Catherine Woolham
- Secretary
- Volunteer Coordinator Karyne Besso
- Membership Coordinator Cathie Barrett
- Treasurer Bev Cooper
- Recruitment
  - Volunteers
  - Facilities
  - Trials
  - K9Kup
- Assistants
- Insurance Coverage
  - Annual Report
  - Changes to Directors Form 4006
- Government Paperwork
  - Revise 2014 Plan
- P4FA Business Plan
  - Renew Membership
  - Change of Information
- Agility Association of Canada

**Vice President**

- 1. Revise and update Roles & Responsibilities, code of Conduct and Terms of References
- 2. Open House at Taylor Rd includes training trial
- Member Appreciation Day
  - Canada Day
  - Booth at Sandy Benoit's event
  - Kemptville Christmas parade
  - Kemptville Dandelion Festival
- Demonstrations organized

**Training Director**

- 1. Line up Outdoor Instructors
- 2. Schedule Outdoor Classes
- List Outdoor Classes on Website
- Find winter training hall
- Organize K9Kup events
  - Judges
  - Dates, choose, events
  - Purchase ribbons, prizes, cookies, gifts
  - Ensure volunteers for all positions are identified
  - Produce participant sheets, gatekeeper sheets, scribe sheets, registration sheets, volunteer check-in sheet, etc.

**Trials Director**

- 1. Get AAC Approval of Trials
  - Choose dates for Sanctioned Trials
  - Purchase Ribbons, Prizes, Cookies, Gifts
  - Choose events
- 2. Recruit assistants
- Solicit Judges
- Publish Premiums
  - Ensure facilities, equipment meet AAC standards
  - Ensure volunteers for all positions are identified
  - Produce course maps, gatekeeper sheets, scribe sheets, registration sheets, volunteer check-in sheet, etc.
- Trial Oversight
  - Send out trial confirmations
  - Ensure water tank is filled before day of trial
  - Ensure all items on trials checklist are completed before trial starts

**Facilities Director**

- Equipment
  - 1. Move from storage to Site
  - 2. AAC approval of new equipment
  - Painting party
  - Repair and purchase equipment
- Site
  - 1. Rent 2 Potties
  - 2. Grounds maintenance organized
    - grass cutting field parking lot rings
    - weed whacking
  - Decide on garbage/recycle disposal
    - Biodegradable poop bags
    - Contact Potty company re poop bags in potties
    - Take-it-in; Take-it-out rule
    - Other options
  - Fill water tank before each event
    - Look into well option
  - Gravel
    - wet spots on driveway
    - fill in potholes

**Communications Coordinator**

- Newsletter
- Notification to members ad hoc
- Updates, upgrades to website
  - Volunteer hours on website
  - self-serve

**Membership Coordinator**

- 1. Revise membership form as required
- 2. Send out official notification & form to renew memberships by mid January
- Verify volunteer hours for 2014
- Accept membership applications, revise & update membership list
- New member orientation
  - Welcome package
  - Newsletter, etc.
- Collect membership fees
- Send membership cards and car decals for 2015

**Volunteers Coordinator**

- 1. List of volunteer activities for 2015 up on website
- 2. Organize volunteers for AAC Trials
- Organize volunteers for K9Kup
- Organize volunteers for Training Open House, Demos
- Ensure volunteers have snacks and beverages for all events

**Treasurer**

- 1. Audit Books for 2014 internal audit only
- 2. Itemized Budget for 2014
- Current state of finances for Board meetings, AGM
- Update Manual for future Treasurers reference