

Trials Director's Roles and Responsibilities (Director Position)

GENERAL

Each Director is responsible for exercising their power with competence and diligence in what they reasonably believe to be in the best interest of the Club with loyalty, honesty and good faith (fiduciary duty). Directors ensure that all duties of their position are performed to the satisfaction of the Club as a whole, either alone, through delegation, or in collaboration with other Directors and their assistants.

Directors are required to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of the Club, including any issues that affect the Club. Directors must refrain from placing themselves in a situation where their duty as a director conflicts with their personal interest or with their duty to others and must abide by the terms of the Club Letters Patent, By-Law, and Code of Conduct.

The main roles and responsibilities of a **Trials Director** are to schedule, plan, organize and provide trials (including AAC sanctioned trials, K9 Kup events and Fun Matches) for members.

TRIALS DIRECTOR

- has overall responsibility for sanctioned trials, K9 Kup events, and Fun Matches
- Chairs a Trial Committee which may have sub-committees responsible for each type of event
- appoints a Trial Secretary for sanctioned trials and for other events as deemed necessary
- plans a schedule of events, obtains approval from the Board of Directors, and ensures all details are fully implemented
- has overall responsibility for judges (and hosting), secretariats, budgets, equipment availability and relocation, space availability and suitability, making reservations, gifts, awards, plaques, ribbons, prizes, parking, toilets (and supplies), volunteers, and all other related activities for each event including canteen services for the on-site trials and other events as appropriate
- coordinates, through sub-committees, other Directors, Coordinators, and outside partners, all activities connected with trials and other on-site events, to ensure a successful outcome
- prepares a Trial Preparation Checklist to ensure all activities related to each trial and event are carried out as planned
- ensures the special facilities for trials such as field and field entry delineation, shade tents, scoring tent, and volunteers tent, parking lot delineation, dry marker

stands, course and results poster boards, tables, chairs, dog pool, water buckets for field clean-up are set up before a trial and put away at the end of the event

- records and provides volunteer hours to the Volunteer Coordinator
- maintains, or causes to be maintained, records of committee and subcommittee meetings and results
- prepares and presents a proposed yearly budget to the Board of Directors for expenses related to sanctioned trials, K9 Kup events and Fun Matches
- reports to the Board of Directors on the results of the year's events with recommendations on changes for improvement
- provides an annual report to the members at the Annual General Meeting on events held during the year