



## **New Jersey Boxer Club, Inc.**

### **STANDING COMMITTEE LIST**

Below is a summary of the duties and responsibilities of each Standing Committee. Please refer to Club Bylaws for additional process details for finance, membership, and nominating committees. Show Chair guidelines will be useful for the Show Committee.

#### **FINANCE COMMITTEE:**

- 1) Audits Treasurer's books after the close of the fiscal year and provides report at March Meeting.
- 2) Develop ways and means of making money to support Club activities.

#### **GOODWILL COMMITTEE:**

- 1) On behalf of NJBC, sends out cards, flowers, etc. to NJBC members and their families in time of need

#### **MEMBERSHIP COMMITTEE:**

- 1) Receives and reviews applications for membership into the Club.
- 2) Checks the eligibility of applicants, submits eligible applicants to the club for membership.

#### **NOMINATING COMMITTEE:**

- 1) Appointed annually in September
- 2) Prepares a slate of Officers and Directors for the upcoming year.

#### **PROGRAM AND EVENTS COMMITTEE:**

- 1) Plans and organizes social and educational forums for Club members and guests to learn more about their dogs, Boxer breed, and other topics relevant to responsible dog ownership, showing, breeding, and dog related activities.
- 2) Promotes, plans and organizes social engagement and other non-show events for members and others interested in boxers.
- 3) Assists Show Chair with hospitality at Specialty and Supported Entry Shows, as requested.

#### **PUBLICITY AND MARKETING COMMITTEE:**

- 1) Promotes public awareness and education concerning responsible dog ownership, the Boxer breed, and NJ Boxer Club activities.
- 2) Develops and marketing and outreach, to include, but not limited the following:
- 3) Manages of NJBC social media pages
- 4) Works with Webmaster to update and maintain website
- 5) Develops advertising (including digital, print or audio) for NJBC Club events/meetings the Boxer breed, responsible dog ownership,

#### **SHOW COMMITTEE:**

- 1) Coordinates and manages NJBC specialty/supported-entry conformation shows/ matches or performance trials (for which the Club is eligible to conduct)
- 2) Works with Show Chair to coordinate nomination of judges for shows/trials and present options to the membership for voting and selection.
- 3) Chairperson of Show Committee is not necessarily the chair for individual shows/trials.
- 4) Works with Publicity and Education Committee on advertising
- 5) Works with Program and Events Committee for hospitality and add-on events.