



## **Staffordshire Bull Terrier Club of America, Inc**

### **Standard Operating Procedures for Area Directors**

Area Directors shall familiarize themselves with, and agree to abide by, the Constitution, By-laws and Code of Ethics of the Staffordshire Bull Terrier Club of America, especially those areas delineating the duties and responsibilities of Area Directors and Board of Directors.

Area Directors shall familiarize themselves with the breed standard for the Staffordshire Bull Terrier as set forth by American Kennel Club and accept that standard as the only standard for the Staffordshire Bull Terrier.

Area Directors shall familiarize themselves with the AKC Show/Trial Manual and shall agree to abide by all rules and regulations of the American Kennel Club.

Area Directors shall, upon accepting their position on the Board, be provided with a current copy of Roberts Rules of Order, with which they will acquaint themselves and use during the course of Board and General Meetings of the Club.

Area Directors shall attend all scheduled meetings of the Board of Directors. If unable, the Area Director shall inform the Secretary that he/she will not be in attendance and will forward any pertinent reports or information on items to be discussed so that it may be included in his/her absence.

Area Directors shall monitor the Board e-mail list, read and respond to e-mail postings at least once a week.

Each Area Director shall submit a written column to the editor in a timely manner for publication in each issue of STAFF STATUS which is representative of the activities and members for the Area in which they reside. Area Directors shall make a good faith effort to contact area members via the club e-mail list or through other means to remind them of the deadline and to give all members an opportunity to contribute to the column. Area Directors may, at their discretion, invite a member from their area to write the column for any given issue if (a) the Area Director is unable to do so for any reason or (b) a member offers a particularly useful or informative

contribution which would be of benefit to the membership and reflect activity in the Area represented.

Area Directors shall encourage and assist members in their area establish Regional Staffordshire Bull Terrier Clubs and establish and maintain ongoing communications with existing Regional Staffordshire Bull Terrier Clubs in their area and act as liaison between the Regional Club(s) and the parent Club Board in matters of Club business.

Area Directors shall, upon receiving listing of newly accepted members from the Membership Chairperson, contact those new members in their area (via telephone, e-mail, regular mail or in person) and welcome and acquaint them with the activities and opportunities of Club membership.

Area Directors shall provide prompt response to all inquiries from existing and prospective members in their area.

Area Directors shall organize and participate in at least one Staffordshire Bull Terrier social event in their respective area each calendar year. These events can include but are not limited to: Fun Matches, Dog Walks, Meet the Breed, Temperament Testing, Luncheons, Health and Breed Seminars and can take place in conjunction with other organized dog events. Area Directors shall seek to include the participation of existing regional clubs whenever possible. Events should include fundraising in the form of raffles and auctions whenever possible to help defray the cost of the event and help raise funds for future events.

Area Directors shall help to organize and participate in at least one Regional Specialty Show and/or Supported Entry Show in their respective area at least once each calendar year and with the assistance of Regional Clubs whenever possible.

Area Directors shall provide all the necessary assistance to the Show Committee of a National Specialty when the National Specialty occurs in an Area Directors respective area in order to ensure its success.

Area Directors shall promote the Breed and Staffordshire Bull Terrier Club of America to the utmost of their ability by making available to prospective members and the general public information on the Breed and the Club. Area Directors shall have in their possession membership applications, copies of the Clubs By-Laws, Constitution and Code of Ethics, Breed Standard, copies of the Staff Status and information on the Breed and its history whenever attending any organized dog events.