



**Hidden Valley Obedience Club
Volunteer Opportunity List
January 1, 2010**

Elected Positions:

President 90 pp
Vice President 90 pp
Secretary 90 pp
Treasurer 90 pp
Director of Training 90 pp
Directors (5) 90 pp

Current Committees:

If a committee has co-chairs, both will receive amount of puppy paws listed.

Annual Awards 45 pp

Annual Awards Banquet 15 pp

- coordinate annual event in February: site rental, catering, games, door prizes

Booster Club Liaisons 45 pp

- schedule and coordinate up to four Show 'n Go's per year

Calendar 45 pp

CGC Coordinator 45 pp

- organizes CGC testing day
- organizes CGC testing at Wags For Wishes event in July

Chief Ring Steward 90 pp

- schedule ring stewards for the following trials: HVOC, Del Sur, Cabrillo, Bahia Sur, San Diego Labrador Specialty

EHS Dog Walk 10pp

- coordinate with EHS to provide course marshals for annual walk

Equipment 90 pp

- orders and inventories all training equipment offered for sale

Grounds 45 pp

Info & Technology 45 pp

- keep web site up to date including calendar and registration pages
- create new web pages

Membership 90 pp

- attends general meetings and distributes ballots
- processes membership applications, gives new member list to newsletter editor and sends renewal statement in October
- mails new member packet: puppy paw info, list of voluntary jobs, standing rules

Nominating 10 pp

- determine viable candidates for next year's board

October Trial Chair 100 pp

- organizes and oversees our annual October trial
- judge selection
- works with trial secretary
- organizes premium printing

Printing 90 pp

- prints handouts for classes
- prints brochures

Rattlesnake Clinic 45 pp

- organizes annual Rattlesnake Clinic in April

Registration & Puppy Paws Coordinator 150 pp

- register students through web site & mail, collect payment, send out confirmation of registration, check people in on orientation day and first night of class
- keep track of puppy paws earned/used by various club members

Trial Hospitality - hourly

- provide breakfast, lunch for judges, trial workers & attendees
- provide Saturday night BBQ dinner

Trial Raffle - hourly

- solicits items/donations from area businesses, classes and club members
- makes up gift baskets
- organizes actual raffle at trial

Trial Trophy Chair - hourly

- solicit trophy sponsorships for annual trial
- select trophies for trial and organize trophies day of trial

T-shirts/Logo Items 45 pp

- keeps inventory of clothing and orders new items as necessary

Telephone Coordinator 45 pp

- returns/forwards calls and updates recording each session

Appointed Positions:

AKC Public Education Coordinator- hourly

Holiday Party Coordinator - hourly

- finds location, organizes potluck and gift exchange

Grounds Rental Schedule Coordinator - hourly

Historian - hourly

- keeps history of club via photos and memorabilia
- photographs club functions and forwards photos to website chairman

Kindness Committee - hourly

Legislation Awareness Coordinator - 25 pp

Newsletter Editor 90 pp

- write and edit articles
- publish and email or mail monthly club newsletter

Parliamentarian - hourly

- attends all meetings, making sure they are run according to our by-laws

SCDOC Reps - hourly

- attend monthly meetings, liason with board

