

Approved by the ASDCA Board: 08/04/12

History of the ASDCA Officer and/ or Director Duties, Expectations and Responsibilities

The Anatolian Shepherd Dog Club of America (ASDCA) is a national organization dedicated to the preservation of the Anatolian Shepherd Dog (ASD) and education of the public regarding the ASD. Election and subsequent service as an Officer or Director (hence forth known as the Board of Directors, aka the BOD) of the ASDCA is an important duty and responsibility, one that must be entered into with a strong desire to faithfully serve and protect the ASD, ASDCA and the ASDCA membership.

Election as a member of the BOD must not be taken lightly. Although the position you are elected to is voluntary, you WILL be expected to devote a significant amount of your personal time in the service of the ASD, the ASDCA, the ASDCA membership, and educating the public regarding the ASD and ASDCA. This service will include but is not limited to ACTIVE participation in ASDCA events, almost exclusively at your own personal expense. The ASDCA events include but are not limited to hosting and or supporting ASDCA events such as a National Specialty, Regional Specialty, educational events, or participating in a significant manner in one of the aforementioned ASDCA events.

As a member of the BOD, you are an elected official chosen by the members of the ASDCA to preserve our magnificent breed, to protect it from exploitation and to ensure its survival. The office to which you have been elected to must be treated as a sacred honor, for you are ultimately entrusted with the future of our precious breed. You must understand that you will be accountable to the ASDCA membership and fellow BOD members for faithfully fulfilling the duties, expectations and responsibilities of your elected position. In short, you will be accountable for everything you do or do not do as a member of the BOD. The membership of the ASDCA relies on the BOD to at all times act in the best interest of the ASD and ASDCA, specifically:

- To be knowledgeable about our breed;
- To be proactive on the issues facing our breed;
- To study all issues before the BOD;
- To base all decisions effecting the ASD and ASDCA on sound judgment, reliable information and the best interest of the ASD and ASDCA;
- To be a good steward of the resources of the club;
- To educate the public regarding the ASD and ASDCA
- To be honest and trustworthy in the execution of all BOD duties, expectations, and responsibilities.

Much is expected of members of the BOD, as they are the governing body of the ASDCA. Members of the BOD are at all times expected to "LEAD by EXAMPLE" and subscribe to the "spirit and intent" of the "Duties, Expectations and Responsibilities for the Officers and Board of Directors of the Anatolian Shepherd Dog Club of America." Robert Ballard, the Founder of the ASDCA stated, "BOD members must exhibit and possess, three key traits, HONESTY, INTEGRITY and a SENSE of FAIR PLAY."

BOD Duties, Expectations and Responsibilities

In all matters affecting the ASD and ASDCA, members of the BOD will act in good faith, exercise sound judgment and ensure due diligent in the performance of their duties. Prior to meetings, Officers and Directors will faithfully prepare for discussions as set forth in the published agenda for the upcoming BOD meeting. All members of the BOD will strive to be knowledgeable regarding important issues impacting the ASD, ASDCA and the ASDCA membership.

BOD members are expected to serve as a Chairman/Chairperson and or member of ASDCA committees.

Duties, Expectations and Responsibilities for the Officers and Board of Directors of the Anatolian Shepherd Dog Club of America

When called upon to cast a vote regarding a pending issue, each BOD member will render an impartial vote and or decision. Each BOD member will be expected to make decisions based on factual information rather than unsubstantiated information, opinions and personal preferences. At all times, BOD members will make decisions that are first and fore-most, in the best interest of the ASD breed; second, in the best interest of the ASDCA; and third, in the best interest of the ASDCA members, rather than any one group, individual, special interest, or friends.

BOD members will be responsible for disseminating information, which is approved for release to the membership, to all ASDCA members with whom he/she is in contact or can reasonably contact. BOD members will be honest in the performance of their work for the ASDCA and speak positively on behalf of the organization and its leadership in order to foster trust among ASDCA members, potential ASDCA members and the public. BOD members will respect fellow BOD members of the ASDCA, acknowledging differences of opinion, providing for open and respectful discussion, and making decisions only after listening to all points of view and all available information. BOD members will always publicly support the majority decisions made by the BOD, even if he/she privately disagrees. BOD members will educate the public regarding the ASD. If a BOD member is a breeder of ASD's, he/she will hold their business to the highest standards of professionalism, quality, and integrity, because the manner in which he/she conducts their individual business affairs can affect the public image of the ASDCA. BOD members will adhere to the ASDCA Code of Ethics. BOD members are expected to perform such duties as deemed appropriate by the BOD.

ASDCA National Specialty

The National Specialty is traditionally known as the "Annual Gathering of the Clan." This is the one and only ASDCA event that provides for the gathering of all ASDCA members. As a result, BOD members have a once-a-year opportunity to meet and discuss ASD and ASDCA issues face to face with fellow BOD members. Additionally, and more importantly, BOD members also have an opportunity to meet with and discuss issues impacting the ASD and ASDCA with the membership and hear feedback directly from them. This event is considered to be a cornerstone of the BOD duties. Each BOD member is expected to participate in all National Specialties regardless of location (consisting of the BOD meeting, Breed competition, Annual Banquet and General Assembly meeting of the ASDCA membership). It is understood that BOD members may occasionally experience some difficulty attending each and every National Specialty (and some of the National Specialty events). However, during the four-year tenure of office, BOD members are EXPECTED to make a FAITHFUL and SINCERE EFFORT to attend all National Specialties and events. This being said, it is expected that during their four-year tenure of office, each BOD member will attend at least two National Specialties, to include accompanying events. If a BOD member is unable to attend or must leave the National Specialty and not able to attend one or more of the National Specialty events, it is expected that he/she will notify the President, Secretary or, (if they are not available), another ASDCA Officer present at the National Specialty.

Confidentiality

As a matter of general practice, all BOD discussions and documents generated or received by the BOD are considered to be privileged discussions and documents, therefore confidential.

Duties, Expectations and Responsibilities for the Officers and Board of Directors of the Anatolian Shepherd Dog Club of America

Members of the BOD will not disclose, beyond its intended scope, any information which is discussed, marked, designated, or treated as confidential by members of the BOD and committee members and which he/she receives as a member of the ASDCA BOD. He/she will only discuss the aforementioned information with other BOD members. He/she understands they have an obligation to maintain the confidentiality which extends indefinitely beyond his/her term of office.

Conflict of Interest

BOD members represent the ASDCA. As such inappropriate actions and conduct by BOD members, whether intentional or not, can subject the ASDCA to liability. This can include perceptions of inappropriate actions and conduct (Approved by ASDCA BOD 08/04/12). Members of the BOD acknowledge that information gathered by the ASDCA is for the benefit of the breed, club and all club members. Therefore he/she will not use any information received as a member of the BOD for their personal benefit or the benefit of friends, family members or business associates.

Members of the BOD will openly declare any actual or potentially perceived conflicts of interest that may result from their involvement in discussions or decision making on an issue before the ASDCA, while having business, professional, or personal interests that could bias their decisions.

Members of the BOD have the sole responsibility for determining whether interests constitute a conflict, and if so, what the remedy will be. (See conflict of interest examples on page 4)

The following becomes effective October 1, 2012:

All ASDCA BOD members must sign a statement certifying they have read and understand the ASDCA Bylaws and the Duties, Expectations and Responsibilities for the Officers and Board of Directors of the Anatolian Shepherd Dog Club of America. This statement will be kept on file with the ASDCA Secretary. See sample "Acknowledgment Statement" on page 4. (Approved by ASDCA BOD 08/04/12).

The following becomes effective October 1, 2012 (for the 2013 AGM):

All ASDCA BOD members annually, 30 days prior to the AGM, in conjunction with the due date of reports to the ASDCA Secretary, must submit a disclosure statement detailing income received directly from the ASDCA or income indirectly originated from the ASDCA. The statement will also list all ASDCA expenses reimbursed to the individual. If no income or reimbursement for expenses was received, the member would simply state that no income or reimbursement for expenses was received. See sample "Financial Disclosure Statement" on page 4. (Approved by ASDCA BOD 08/04/12).

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Examples of Conflict of Interest

Example 1

Judge Smith is a friend and or family acquaintance of BOD member Jones. Judge Smith was nominated to be a Breed (Confirmation) Judge for an ASDCA National (or Regional) Specialty. During BOD discussion regarding selection of Judge Smith as the Breed Judge for an ASDCA National or Regional Specialty, Jones would be expected to disclose his/her relationship with Judge Smith. During a BOD vote to approve or disapprove Judge Smith, Jones would be required to

"Abstain" from voting.

Example 2

BOD member Jones is "campaigning" his/her ASD (owned or co-owned). Judge Smith has previously judged Jones's ASD and awarded the ASD a group placement or higher award during an AKC event. Judge Smith is being considered for selection as the Breed Judge for a National (or Regional) Specialty. Jones would be expected to disclose the award received from Judge Smith during BOD discussions regarding Judge Smith.

Sample Acknowledgement Statement

I, _____ (name of individual certifying information) and ASDCA BOD position held _____ have read and understand ASDCA Bylaws and the Duties, Expectations and Responsibilities for the Officers and Board of Directors of the Anatolian Shepherd Dog Club of America, to include the section pertaining to disclosure of ASDCA BOD information and Conflict of Interest.

Signature _____

Date _____