

**Keystone Dockdogs
Committee Duty Statement**

Volunteer Committee:

The Volunteer Committee shall be led by the Volunteer Coordinator who has the primary responsibility for ensuring that an adequate number of people have volunteered in order to ensure that each event is fully staffed. In addition, the Coordinator shall ensure that each volunteer is aware of their duties, performs their duties at the event, and provides them with any resources they may need to complete their duty. The Coordinator will work in conjunction with the Board, President and Treasurer to ensure that Members have met their membership obligations.

Budget Committee:

The Budget Committee shall be led by the Budget Coordinator who has the primary duty to establish the Club's budget for each event. This shall be done in conjunction with the Board, President and Treasurer. In addition, the Coordinator shall be responsible for monitoring the budget to ensure monies are spent appropriately and within the approved budget.

Awards/Prize Committee:

The Awards/Prize Committee shall be led by the Awards/Prize Coordinator who has the primary duty for organizing the awards/prizes at each Club event. This shall include determining appropriate quantities, budget, ordering, compiling, delivery to the event and distribution to the appropriate handlers. The Coordinator will work in conjunction with the Board, President, Treasurer and Budget Coordinator to ensure monies are spent within the budget.

Event Committee:

The Event Committee shall be led by the Event Coordinator who has the primary duty for organizing club events. The Coordinator shall serve as liaison between the Club, DockDogs, and the Hosting Entity. The Coordinator shall also have the responsibility of developing all contracts for said event. The Committee shall support the coordinator in such matters as logistics, correspondence, etc. as directed. The Coordinator will work in conjunction with the Board, President and Treasurer as appropriate.

Special Events Committee:

The Special Events Committee shall be led by the Special Events Coordinator who has the primary duty of organizing special club events. This would include such things as club practices, fun jumps, banquets, etc. The Coordinator will work in conjunction with the Board, President, Treasurer and Budget Coordinator as appropriate.

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Donation/Fundraising Committee:

The Donation/Fundraising Committee shall be led by the Donation/Fundraising Coordinator who has the primary duty of soliciting donations on behalf of the Club and coordinating all Fundraising activities. The Coordinator will be responsible for taking a proactive approach in contacting various businesses/individuals for potential Club donations. The Coordinator will work in conjunction with the Board, President and Treasurer as appropriate.

Election Committee:

The Election Committee shall be led by the Election Coordinator who has the primary duty of coordinating the nomination and election of new Officers. The Coordinator will be responsible for notifying members of upcoming elections, soliciting nominations, submitting said nominations to the Board for review and approval and organizing the voting process. The Coordinator will work in conjunction with the Board and President.

Merchandise Committee:

The Merchandise Committee shall be led by the Merchandise Coordinator who has the primary responsibility for obtaining various merchandise for the Club. This merchandise will be available for purchase by Club members and by spectators at Club events. The coordinator will work in conjunction with the Board, President, Treasurer and Budget Coordinator as appropriate.

Education Committee:

The Education Committee shall be led by an Education Coordinator who has the primary responsibility for public education on the sport of dockdiving. This will include such components as history of dockdiving, proper exercise, nutrition, safe training methods, etc. This committee shall participate at various public events in an effort to further educate the public on the sport. The coordinator will work in conjunction with the Board and President as appropriate.