Position	Description	Board Member Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
President	Oversee daily operations of NCBS. Coordinate actions of Board members. Assign committee and job assignments.	Gary Morgan	Verify Ballots/Election Results, Contact elected board Members, President's Message for Newsletter	Committee Reports,agenda for March meeting	Finalize agenda. Preside over/conduct meeting. Conduct Officer election. Appoint officers/job/committees.President's Message for Newsletter	Treasurer Report to be filed in May	President's Message for Newsletter	Oversee Show Issues	President's Message for Newsletter, Oversee Show Issues, ensure catalog deadline	Verify Secretary has renewed Wisconsin Nonstock Corp Annual Report,Oversee Show Issues	President's Message for Newsletter,Oversee Show Issues	Oversee Show Issues	Preside over General meeting. President's Message for Newsletter	
1st Vice President	Assist President	Debbie Eaton												
2nd Vice President	Assist President	Rudy Diehl												
Treasurer	Maintain financial records of NCBS. Prepare Financial report. Day to day transactions. Responsible for yearly filing of tax report	Clarence Cullwell	Receive all Monies and keep records. Deposit all income in timely manner.	Receive all Monies and keep records. Deposit all income in timely manner.	Prepare Financial report and present at Spring meeting	Receive all Monies and keep records. Deposit all income in timely manner.	Receive all Monies and keep records. Deposit all income in timely manner.	Receive all Monies and keep records. Deposit all income in timely manner.	Receive all Monies and keep records. Deposit all income in timely manner.	Receive all Monies and keep records. Deposit all income in timely manner.	Receive all Monies and keep records. Deposit all income in timely manner.	Receive all Monies and keep records. Deposit all income in timely manner.	Supply cash boxes and balance sheets for registration. Prepare judge's fee checks for judges. Gather funds from assaultry activities and deposit in account.	
Secretary	Archive of correspondence. Communication contact.	John Muscato	Send judge's bid letters, election results from accounting firm, set time and place for Spring board meeting, supply webmaster contact info on new Board members, work with host club to coordinate Spring meeting	Ensure all judge's bids are gathered, gather agenda items, get info from Specialty Club Liaison for agenda, Prepare agenda, prepare info packets for Board members	attend Spring meeting and take minutes, send selected judge's to treasurer and judge's coordinator, coordinate show tag info with sponsor, any action items from Spring meeting, send webmaster info on selected judges	scribe minutes of Spring meeting, ensure Catalog chair has info on any Classification or Division changes			Acquire classifications from Catalog Chair to use for numerbing books	Arrange printing of forms, exhibitor list, signage etc.	Prepare Secretary Books, coordinate with Local Show manager, resolve cleanliness issues with hotel, line up resources for Secretary book prep	Prepare Secretary Books, coordinate with Local Show manager, resolve cleanliness issues with hotel, line up resources for Secretary book prep	Prepare agenda for General meeting, supply Spring Meeting Minutes, take minutes at General Meeting, prepare and ship Secretary books to show site, coordinate Show Tag Sales, Notify Cnaididates of deadline for bios, ensure all Secretary books are gathered prior to leaving show site	Prepare ballot, Prepare bios, Mail ballots and bios, prepare Show Report, acquire all nominated Judge's contact info.
Show Secretary	Responsible for preparing Secretary Books for each Division. Line up resources for book prep on Thursday evening/the show. Deliver books to respective Divisions prior to judging. Gather completed Books after judging completion	Jane Muscato			Prepare report of any issues or accolades from last year's show. Offer any process improvements						Responsible for preparing Secretary Books for each Division. Line up resources for book prep on Thursday evening/the show. Deliver books to respective Divisions prior to judging. Gather completed Books after judging completion.	Responsible for preparing Secretary Books for each Division. Line up resources for book prep on Thursday evening/the show. Deliver books to respective Divisions prior to judging. Gather completed Books after judging completion. Tag sales	Responsible for preparing Secretary Books for each Division. Line up resources for book prep on Thursday evening/the show. Deliver books to respective Divisions prior to judging. Gather completed Books after judging completion. Tag sales	Audit Secretary books/ prepare show report
Memebership Chair	Membership Chair is responsible for new and renewal memberships and Booster Button Program	Barb Rosario	Collect dues, issue cards, remit funds to Treasurer in timely fashion, keep current Memebership List and supply when directed by President.	Ensure Board Members are paid members	Prepare report on membership status.	Order Booster Buttons			Supply Membership info, Booster Button info to Catalog Chair	Coordinate Membership Assignments with Board	Order any Membership Tables supplies	Prepare Membership Lists for Show entry-registration, finalize table assignments	Prepare Membership Lists for Show entry-registration, finalize table assignments	Update Membership list with new members after show
Show Manager	Ensure show site meets requirements, coordinate/review contract negotiations, coordinate Host Club activities	John Muscato	Monitor Show Progress	Coordinate Spring Meeting facilities and fees	Prepare report on status of contract. Any issues during walkthough of facility during the Spring meeting	Monitor Show Progress	Monitor Show Progress	Monitor Show Progress	Ensure Catalog Chair has Local club info, directions/map, local sites etc	Monitor Show Progress	Monitor Show Progress	Monitor Show Progress	Have monetary signing authority, coordinate with Host club, ensure NCBS requirements are met, coordinate final contract/monies sign-off	Ensure loose ends after show are wrapped up
Local Show Site Manager	Ensure NCBS requirements are met. Relay Board concerns to Host/Local club	Rudy Diehl	Coordinate with Host club	Ensure requirements for Spring meeting are met	Prepare report on local club's involvement. Report should include, but not limited to; What the club will provide, staff, and what they want in return for services. Letter of intent or contract shall be presented at this meeting	Monitor Show Progress	Monitor Show Progress	Monitor Show Progress	Ensure Catalog Chair has Local club info, directions/map, local sites etc	Monitor Show Progress	Monitor Show Progress	Monitor Show Progress	Monitor Show Progress	Ensure loose ends after show are wrapped up
Publicity	Local and National level publicity tasks. Promote the organization in a positive manner. Place ads in trade publications	Sandee Molenda	Prepare, submit, and monitor ads/releases	Prepare, submit, and monitor ads/releases	Prepare report on publicity activities. Propose activities and budget for upcoming year	Prepare, submit, and monitor ads/releases	Prepare, submit, and monitor ads/releases	Prepare, submit, and monitor ads/releases	Supply pertinent ads to Catalog Chair	Prepare, submit, and monitor ads/releases	Prepare, submit, and monitor ads/releases	Coordinate local signage	Coordinate local signage	
Commercial Booths	Coordinate booth sales, suggest pricing to board, solicit vendors, acquire entry forms, remit funds to treasurer, select booth assignments, coordinate vendor move in	Robert Wild		Prepare presentation for Spring meeting to outline booth packages and prices	Present proposal for booth pricing structure and options. Review booth layout during walkthrough. Finalize booth setup fees	Coordinate booth sales, suggest pricing to board, solicit vendors, acquire entry forms, remit funds to treasurer, select booth assignments, coordinate vendor move in	Coordinate booth sales, suggest pricing to board, solicit vendors, acquire entry forms, remit funds to treasurer, select booth assignments, coordinate vendor move in	Coordinate booth sales, suggest pricing to board, solicit vendors, acquire entry forms, remit funds to treasurer, select booth assignments, coordinate vendor move in	Supply corporate sponsors and pertinent info to Catalog Chair	Ensure booths sales are progressing.		Prepare booth layout and assignments	Finalize booth sales/prepare sales packet for vendors/	
Food and Beverage/Hospitality	Coordinate menu selection and pricing within contract, within contract confines, with hotel/convention center contacts	Mary Tarsitano	Initial discussions with Food and Beverage rep	Begin working menu options. Get initial thoughts from host club about Hospitality Night entertainment and food/beverage	Meet with food and beverage coordinator at show site/Set meal prices/estimate banquet and hospitality sales/select menu	Work with Banquet sales chair to create banquet tickets and menu			Provide Catalog Chair with Banquet menu, prices, information and Hospitality news	Coordinate Hospitality entertainment	Inform food and Beverage contact at hotel of initial head counts	Finalize order for Banquet and Hospitality/broker deadline for final numbers and overage. Finalize entertainment	Coordinate with Food and Beverage coordinator to ensure hospitality banquet setup, prep, and delivery is completed	
Banquet Sales	Obtain info and compose advert for Banquet Tickets and Table reservations.	Raquel King			Work with Food and Beverage chair to set menu		Prepare Banquet page for Catalog	Finalize input to Show Catalog	Prepare seating assignments for reserved tables/design and print banquet tickets/ coordinate ticket sales an forward funds to Treasurer	Prepare seating assignments for reserved tables/design and print banquet tickets/ coordinate ticket sales an forward funds to Treasurer	Prepare seating assignments for reserved tables/design and print banquet tickets/ coordinate ticket sales an forward funds to Treasurer	Prepare seating assignments for reserved tables/design and print banquet tickets/ coordinate ticket sales an forward funds to Treasurer	Arrive to show site on Wednesday. Coordinate Ticket sales at registration table. Distribute tickets	
Newsletter Editor	Prepare,print, and Mail Newsletter on the interval defined by the Board. Newsletter chair is responsible for cost and budget appropriated at the Spring meeting	Jane Muscato	Prepare,print, and Mail Newsletter	Prepare,print, and Mail Newsletter	Prepare,print, and Mail Newsletter	Prepare,print, and Mail Newsletter	Prepare,print, and Mail Newsletter	Prepare,print, and Mail Newsletter	Prepare,print, and Mail Newsletter	Prepare,print, and Mail Newsletter	Prepare,print, and Mail Newsletter	Prepare,print, and Mail Newsletter	Prepare,print, and Mail Newsletter	
Judge's Coordinator	Be the focal point between the NCBS Board and the hired Judges	Bob Metheny	Aid in contacting judges for bid submittals		Receive Contact info from Secretary for Judge's selected at Spring Meeting. Inform Chosen judges of selection immediately following March meeting (within 10 days)	Confirm receipt of Judging Selection	Contact Hotel and Provide names of Judges. Reserve a block of rooms for them. Work with judges to ensure they make their accomodation reservations	Acquire Judge's Bios and Pictures for Catalog Chair	Ensure Judge's Bios and Pictures are supplied to the Catalog Chair	Ensure Judges have made reservations at show site	Gather Judge's need for banquet sales	Ensure judges plans are set. Send note to judges informing them of Dress code, ethics, meeting places and times for the day of the judging	Coordinate judge's meeting. Give judge's rules and instruction. Present judge's fees to them. Ensure judges are at Scannell judging. Ensure Song bird judging. Ensure Best Foreign judging	Send note of appreciation for judging the NCBS Show
Web Site Chair	Maintain, coordinate, update Website in a timely fashion. Arrange quality website hosting, name registration, and fees	Barb Rosario	Update Board of Directors page after notification of Election results		Post any news worthy items on site, update Specialty contacts and Board Job Assignments. Update annual show info/contacts	Update deadlines for hotel accomodations, banquet sales, catalog deadlines, commercial sales and other items.	Update deadlines for hotel accomodations, banquet sales, catalog deadlines, commercial sales and other items.	Update deadlines for hotel accomodations, banquet sales, catalog deadlines, commercial sales and other items.	Update deadlines for hotel accomodations, banquet sales, catalog deadlines, commercial sales and other items.	Update deadlines for hotel accomodations, banquet sales, catalog deadlines, commercial sales and other items.	Update deadlines for hotel accomodations, banquet sales, catalog deadlines, commercial sales and other items.	Update deadlines for hotel accomodations, banquet sales, catalog deadlines, commercial sales and other items.	Coordinate photography for web pages	Update winners and photos pages.
Specialty Club Liaison	Specialty Club Liaison is the central contact and focal point for the affiliated Specialty Clubs to the Board. Liaison is responsible for the renewals and requests to the Board	Debbie Eaton	Affiliation form sent out. Set deadline for return	Work with those societies that have not responded to form. Work with any society preparing Classification or Division change request.	Prepare Specialty Club report. Print and Distribute report at March meeting	Report to clubs any changes in rules or policies that affect them. Inform Specialty Clubs of any Classification/Divisional changes that were granted or denied. Supply webmaster with Club data and links. Suppl Catalog Chair with any club related changes for catalog printing			Prepare Affiliation and Sponsorship info to Catalog Chair for printing		Send Specialty Clubs draft of schedule for comment/review	Finalize Specialty Club Meeting schedule and locations. Publish it	Specialty Club Liaison controls the Meeting Room usage. No rooms shall be used or changed without prior approval from Liaison	
Show Catalog	Responsible for artwork, layup, accuracy, printing, and mailing of the annual Show Catalog. Printing must be performed within cost and budget defined at Spring Meeting.	Elizabeth King		Solicit Redlines from previous year's catalog	Gather redlines/changes at Spring meeting. Set printing deadline.	Prepare catalog for printing	Prepare catalog for printing	Meet set deadline. Finalize layout/cover	Meet set deadline. Finalize layout/cover	Send to printer	Send to printer/Mail catalog early September	Oversee Printing Efforts	Ensure catalog is at show site	
Catalog Ads	Solicit Ads for Show Catalog. Create flyer for distribution. Prepare, Print, and mail Show Catalog withing cost and schedule constraints set by Board	Elizabeth King			Solicit Ads. Mailings. Calls.Emails. Forward funds to Treasurer	Solicit Ads. Mailings. Calls.Emails. Forward funds to Treasurer	Solicit Ads. Mailings. Calls.Emails. Forward funds to Treasurer	Solicit Ads. Mailings. Calls.Emails. Forward funds to Treasurer	Prep, set layout for printing					
Future Show Sites	Solicit, Investigate, and present future Show Sites. Use Site Rotation Map as guideline.	Cain, Muscato, Diehl	Solicit and investigate future show sites. Mail info packages to those interested.	Solicit and investigate future show sites. Mail info packages to those interested.	Present report with options to Board for approval and selection of sites.	Solicit and investigate future show sites. Mail info packages to those interested.	Solicit and investigate future show sites. Mail info packages to those interested.	Solicit and investigate future show sites. Mail info packages to those interested.	Solicit and investigate future show sites. Mail info packages to those interested.	Solicit and investigate future show sites. Mail info packages to those interested.	Solicit and investigate future show sites. Mail info packages to those interested.	Solicit and investigate future show sites. Mail info packages to those interested.	Solicit and investigate future show sites. Mail info packages to those interested.	Solicit and investigate future show sites. Mail info packages to those interested.
Recognition Chair	Selecting a person of merit to be designated as the Special Recognition recipient	Cullwell, Jane, Rosario						Provide writeup of previous year's recipient for Recognition page in Show catalog		Committee to discuss and select reipient of this year's recognition	Committee to discuss and select reipient of this year's recognition	Finalize selection of Recognition award. Order award. Maintain secrecy of recipient	Present award at awards banquet.	Provide Info to Webmaster for page updates
Scannell Judging Chair	Chair will attend Judge's Coordinating meeting on morning of show to ensure judges are in Scanell Judging area at dedicated time. Distribution of ballots, collection of ballots, tally of votes, and presentation at awards banquet	Cullwell, Diehl, Wild						Ensure previous year's Scannell, Song, and Foreign winners are supplied to Show Catalog				Prepare Scannell ballots for judging	Set time for judging, ensure judges attend, coordinate Scannell, Song, and Foreign bird judging. Present awards at Awards Banquet. Ensure secrecy until banquet.	Provide Info to Webmaster for page updates
Airline Liason	Work with Airlines, TSA, and authorities to address exhibitors traveling with birds and regulations both National and Show Site specific	Sandee Molenda			Prepare report for Spring meeting	Work with airlines for exhibitors traveling to this year's site	Work with airlines for exhibitors traveling to this year's site	Work with airlines for exhibitors traveling to this year's site	Work with airlines for exhibitors traveling to this year's site	Work with airlines for exhibitors traveling to this year's site	Work with airlines for exhibitors traveling to this year's site	Work with airlines for exhibitors traveling to this year's site	Work with airlines for exhibitors traveling to this year's site	
Corporate Rep	Provide Corporate support, both monetary and personal.	Dean Reyes			Support Spring Meeting. Inform Board of any changes in Corporate sponsorship								Supply Awards and other commited support	
Auction	Contact Previous year's winners for Donation. Line up cages to house auction birds at show, gather auction birds for presentation, deliver birds to auction area, auction birds. Coordinate Auctioneer and auction personnel	Sal Di Pasquale							Send Solicitation letter informing Higgin's winners of policy to donate bird(s) at next year's auction	Line up Auctioneer	Ensure donated birds. Order cages	Ensure donated birds. Order cages	Stage auction birds. Deliver birds to auction. Coordinate Auction and personnel	
Statistics	Gather entry data and maintain data archive. Notify any Divisions of risk of falling below minimum entries. Present Data to Board for any Division in Jeopardy	Rudy Diehl	Inform Specialty clubs of their Division's numbers, inform any Division in jeopardy		Prepare report for March meeting outlining those Divisions in jeopardy. When needed, make presentation to Board of any Division in danger	Work with Specialty clubs to increase and maintain entry number	Work with Specialty clubs to increase and maintain entry number	Work with Specialty clubs to increase and maintain entry number	Work with Specialty clubs to increase and maintain entry number	Work with Specialty clubs to increase and maintain entry number	Work with Specialty clubs to increase and maintain entry number	Work with Specialty clubs to increase and maintain entry number	Work with Specialty clubs to increase and maintain entry number	
Sponsorships	Solicit sponsorships for all sections and divisions posted in Catalog. Work with Specialty clubs to acquire a sponsor for each award listed. Gather sponsorship funds and remit to treasurer. Provide Sponsor listing to Catalog Chair	Don Platz			Add/delete any Classification or Divisional changes	Solicit sponsors	Solicit sponsors	Solicit sponsors	Provide complete listing to Catalog Chair for printing. Work with treasurer to ensure monies are collected.					
Youth and Scholarship	Each year the NCBS and Higgins Premium Pet Foods provides a $1000 scholorship. Youth chair will monitor/change rules as necessary, coordinate Youth efforts, coordinate Youth judging at show, and present Youth awards at Awards Banquet.	Linda Hogan			Present report on youth involvement from previous year and how to improve. Also present any changes to program							Ensure youth awards are on order.	Coordinate youth program. Exhibit youth winners at Higgins table. Present youth awards at banquet.	
Song Bird Coordinator	The Song Bird Coordinator will ensure the "Best Song Bird" in show award judging. The Song Chair will also be the focal point for communication between the Song Bird groups and the NCBS Board	Linda Hogan			Report previous year's song bird concerns and Best in Show judging							Ensure Song awards are on order. Ensure Song bird ballot format if final and printed	Coordinate Song Bird Best in Show judging	
Check In / Check Out	Check-In chair will ensure each Division has personnel on hand to aid in Check-in procedure. Check-Out route will be defined and presented at the Awards Banquet.	Henry Vela			Begin planning of checkout procedures during walkthough			Acquire two names from each society to serve as check-in personnel for each society. Provide names for printing in show catalog.	Acquire two names from each society to serve as check-in personnel for each society. Provide names for printing in show catalog.			Ensure each division has their personnel in division area for check-in	Ensure Check-in personnel are in attendance. Gather secretary sheets and get to Show Secretary for addition to books. Coordinate check-out process. Describe procedure at Awards Banquet. Chckout begins with lowest Exhibitor Number	
Education/Seminars	Education Chair will be responsible for soliciting, finalizing, and coordinating the accomodations of selcted speakers. Advertising and synopsis of talks to be publicized.	Sandee Molenda			Review seminar area during walkthough. Present report on plans/changes to educational plans			Send seminar outlines and speaker names to Show Catalog for printing	Send seminar outlines and speaker names to Show Catalog for printing		Finalize speakers and ensure they have made travel arrangements and accomodating (e.g. hotel, banquet). Work publicity	Prepare for seminars. Line up accomodations-a/v requirements-room usage-banquet and pass needs-signage etc. Work publicity	Conduct seminars. Ensure signage	
Awards Chair	Awards Chair will determine exact quantities of awards. Order awards and coordinate delivery within cost and schedule	Debbie Eaton			Add any Section or Division changes to order.	Quote and order awards within Cost and schedule	Quote and order awards within Cost and schedule	Quote and order awards within Cost and schedule	Provide Awards listing to Catalog Chair	Quote and order awards within Cost and schedule	Quote and order awards within Cost and schedule	Ensure Awards are delivered	Ensure Awards are at show site. Ensure quantities are correct	