



## Trophy Committee Charter

**Function:** the purpose of the Trophy Committee is to acquire, coordinate and track challenge and winners' trophies and challenge mementoes for conformation, sweepstakes and obedience for PVIWC's annual specialty show, and to raise funds to offset the cost of said trophies.

**Membership:** the Committee consists of one Chair, one assistant or co-Chair, and other members as desired by the Chair.

- The Chair is appointed by the PVIWC Board of Directors, and serves until December 31 of the year appointed. All committee members are appointed by the Chair to serve until December 31.
- The assistant or co-Chair stands in for the Chair as needed, and must be copied on all official Committee correspondence so as to be fully informed at all times.

**Activities:** the Committee will undertake the following activities in support of its function:

- Maintain the club's trophy inventory and report to the Board annually the results of a physical inventory of the trophies, including the classes or challenges for which the trophies are designated.
- Transport trophies and mementoes to and from the show site, display and oversee them at the show site, and award trophies and mementoes in the ring.
- Request funds from the Board as needed to purchase trophies and mementoes such that they are available for the specialty show.
- Identify and recruit sponsors for challenge trophies, annual trophies and mementoes, and collect donated funds and/or items from sponsors.
- Report to the Board on the status of purchases, inventory, donations and committee membership at Board meetings.
- Report to the Board any offers for new challenge trophies which are unusual in the item offered as a trophy, the criteria required to win the trophy, or the person offering the trophy, such that the club's image could be affected by accepting the trophy.
- Solicit donations for the general trophy fund and track those contributions.
- Deposit or forward to the PVIWC treasurer all monetary donations.
- Maintain an annual list of donors and sponsors for the show premium and catalog, including dedication wording, and provide said information to the Show Secretary when required.
- Maintain lists of winners for challenge trophies, as well as the criteria for winning permanent possession of the trophy, so that permanent possession can be established and awarded at the show if the criteria are met.

### **Deadlines:**

- An inventory report will be presented to the Board at the first regular Board meeting following the specialty show.
- Sponsor solicitations will be sent out in November for the following show.

- General trophy fund solicitations will be sent out in February.
- Monetary donations will be deposited or forwarded to the PVIWC treasurer within 2 weeks of receipt.

**Financial Responsibilities:** the committee's goal will be to raise revenue greater than or equal to the annual cost of trophies.

Regular expenses, in addition to the trophies and mementoes, will include postage, printing and copying. Committee members will keep the chair informed of all expenditures. The committee will keep the Board informed of revenue and expenditures at regular Board meetings.

**Approval:** this Charter and any revisions or amendments must be approved by the Board before taking effect.