

Name	Emily Berkley
Address	21025 S Clare Road Spring Hill, Kansas, 66083
Email	liegecollies@gmail.com
How many years have you been a member?	29
Select your district	District 11: Kansas, Oklahoma, Missouri, Colorado, Arizona, New Mexico
Requirement 1: Directors elected must live in the District Zone you will serve.	I live in the District Zone I will serve
Requirement 2: Directors elected must communicate with members of your District by sharing information, seeking input and answering inquiries as needed or requested.	I will communicate with members of my District by sharing information, seeking input and answering inquiries as needed or requested.
Requirement 3: Directors elected must have a working knowledge of the CCA Bylaws (2021), CCA Board of Director Code of Ethics, CCA Code of Conduct (formerly known as the Code of Ethics), CCA website, CCA Newsletter, Public Outreach, and other CCA documents as needed to participate in discussions and actions of the Board of Directors.	I have a working knowledge of the CCA Bylaws (2021), CCA Board of Director Code of Ethics, CCA Code of Conduct (formerly known as the Code of Ethics), CCA website, CCA Newsletter, Public Outreach, and other CCA documents as needed to participate in discussions and actions of the Board of Directors.

Requirement 4: Directors elected must be familiar with the organizational structure of the CCA and its Operations Manual (pending approval).

I am familiar with the organizational structure of the CCA and its Operations Manual (pending approval).

Requirement 5: Directors elected must have a basic understanding of Robert's Rules of Order (12th Edition) and why it is important.

I have a basic understanding of Robert's Rules of Order (12th Edition) and why it is important.

Requirement 6: Directors elected must be willing to commit to attending electronic or telephone meetings as scheduled on a regular basis (typically monthly).

I am willing to commit to attending electronic or telephone meetings as scheduled on a regular basis (typically monthly).

Requirement 7: Directors elected must have internet access to be able to actively participate in the Board Discussion Group, committee meetings, and Board meetings.

I have internet access to be able to actively participate in the Board Discussion Group, committee meetings, and Board meetings.

Requirement 8: Directors elected must have basic computer and word processing skills, including the ability to open and edit word processing documents and spreadsheets.

I have basic computer and word processing skills, including the ability to open and edit word processing documents and spreadsheets.

Requirement 9: Directors elected must agree to follow the District Director Guidelines, CCA Code of Conduct, Board of Director Code of Ethics, CCA Board Confidentiality Agreement, and disclose any conflicts of interest and sign the Pre-election and Annual Conflict of Interest form. Documents may be found at <https://www.colliclubofamerica.org>

I agree to follow the District Director Guidelines, CCA Code of Conduct, Board of Director Code of Ethics, CCA Board Confidentiality Agreement, and disclose any conflicts of interest and sign the Pre-election and Annual Conflict of Interest form.

Describe your qualifications and responsibilities relating to the role of District Director.

CCA: District Director 16 years; Chair, Tax Set Aside Committee 4 years; Chair, Budget and Finance Committee 4 years; Member, Constitution Committee 2 years; Member, Board Hearing Committee, 6 months; Chair, Board Hearing Committee, 6 months

Kansas City Collie Club: Current President; previously served as President, Vice President and Secretary; Chair, Constitution Committee; Breed Education Mentor; Publicity Chair, annual specialty show

Additional Experience: Freelance writer & editor; Writer and Editor, AKC Museum of the Dog newsletter, *Sirius*; Board member and officer of local 501(c)3 organization; Member, Community Advisory Board of the area's largest food bank

For your personal biography, in addition to the qualifications you have included above, please answer the following questions about the CCA District Director's

role and responsibilities.

What is the District Director's role in relation to the CCA Board and club as a whole? Use the CCA Bylaws (2021), Director Code of Conduct, and Confidentiality Agreement in formulating your answer.

The District Director serves two functions. The CCA is a corporation, so a Director must adhere to the Duty of Care, the Duty of Loyalty and the Duty of Obedience for the corporation. Directors, when voting, must always make decisions which are in the best interest of the club; nothing can be supported which would jeopardize the club legally or financially. Second, a Director must be the voice of his/her members on issues which have come before the Board for vote. That is, the opinions of the members in the Director's district must always be presented to the other Board members, regardless of the Director's own views.

Given your understanding of the director role as developed in the previous question, how would you keep your CCA district membership informed of important information and seek member input and what tools would you use to do this?

District Directors should communicate regularly with their members via email. Also, they should be open to phone calls regarding club business. Emails to members should highlight issues which will be addressed at Board meetings and should ask for member input which can/should be passed on to the rest of the Board.

What is the Director role in relationship to confidentiality? Use the principals outlined in the Board of Directors Confidentiality Statement when formulating your answer.

Directors must not discuss with members CCA business or Executive Session discussions which fall within any category outlined in the CCA Board Confidentiality agreement.

What is the Director's role and responsibility regarding new membership applications, member reinstatement, and dues renewals?

Directors should do their best to find out as much information as possible about any applicant for membership or reinstatement they do not know before they sign that person's application. If a Director has an issue with approving an application, s/he should present the concerns to the Board as a whole and ask for feedback from the other Board members. Each year Directors should remind members of the dues renewal guidelines just before the renewal period begins and should alert them to the ending of the renewal period when it is about to occur.

Why is having a working knowledge of the CCA Bylaws important to your role?

Directors should not ever vote on club business without understanding the relationship between the item up for vote and the CCA Bylaws.

Why is a basic understanding of Robert's Rules of Order (12th Edition) important for a Director?

Directors should be sure to follow appropriate protocol for Board meetings and should not hesitate to address any situation which strays from the guidelines of RRO.

Describe your understanding of the fiduciary responsibility a District Director holds as it relates to running the club including implications for costs in decision making, interpreting treasurer reports, national show bids, and any other financial matters of the CCA.

A Director's fiduciary responsibility includes reviewing the Treasurer's report each month, reviewing all proposed expenditures and bids for services or merchandise for the CCA and reviewing all financials for each National show. In addition, question should be asked about whether alternatives exist which might be a better option financially. Finally, a Director should learn about the investments held by the club and be open to discussion by the Board about the club's investment policies.

What is the significance of the following statement regarding NY Not-for-profit board responsibility (501(c)(7)): Directors must vote and make decisions based on the best interest and benefit of the entire organization and not just a particular group of beneficiaries or other directors.

Any member of a corporate Board of Directors must place the legal and financial welfare of the

organization above personal preferences. There can and should be an effort to listen to and work with members and/or fellow Directors so that compromise might be reached in some difficult decisions – but only if that compromise does not threaten the health of the organization.

Why do you want to serve, or continue to serve, your District and the Collie Club of America?

I think that in the last few years the Board and the members have often been at odds with one another. I think the Board has focused on some things that, ultimately, could make the Club stronger, but it has done so with a specific agenda and time frame in mind and has not been open to member ideas for how to make those things even better.

There is a saying: "Just because you can, doesn't mean you should", and I think that many on the Board have forgotten that. If members are not treated with respect, they will have a reason to walk away from the CCA. If enough members walk away from the CCA, it will cease to exist. The Board must do what is right for the Club, but Directors and Officers should always take time to listen to members and respond, respectfully, to what they have to say. After all, member input might help to make good ideas/policies outstanding ones.

When I served on the Board before, I thought that Directors were more responsive to members. I would like to return to the Board to help resurrect that culture. I think that if we do not, the CCA will suffer member losses and will be weakened. I don't know why anyone who cares about the Club would want that.

This nomination form must be complete and include a signed Pre-election and Annual Conflict of Interest Statement, Board of Directors Code of Conduct, and Confidentiality Agreement. An electronic Pre-election and Annual Conflict of Interest Statement, Board of Directors Code of Conduct, and Confidentiality Agreement are included at the end of this form for your signature.

Signature



Part 1 of 2

Pre-election and Annual Conflict of Interest Statement

I, the undersigned, am, or may become, a Director of Collie Club of America, Inc. (the "Club") and I hereby certify to the following:

Part 1

- I have received a copy of the Club's Conflict of Interest Policy, which is included in Article XIV of the Club's Bylaws.
- I have read the Club's Conflict of Interest Policy and I understand it.
- I acknowledge that I receive information which must remain confidential.
- I agree to fully comply with the Club's Conflict of Interest Policy.
- I understand that the Club is a tax-exempt organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Part 2 of 2: To the best of your knowledge, are you an officer, director, trustee, member, owner, or employee of any entity with which the Club has a relationship?

NO

Part 2 of 2 continued: Is there any transaction in which the Club is a participant and which you have or may have a conflict of interest?

NO

Signature



Board of Directors Code of Conduct

Members of the Board of Directors for the Collie Club of America (hereafter referred to as "Club" in this document) serve in leadership positions and, therefore, are held to a higher standard of conduct than non-board Club members. By signing this Code of Conduct, each Board member demonstrates his/her commitment to honest and ethical Board service by agreeing to the following provisions.

As a member of the Board of Directors for the Collie Club of America, I will

Adhere to the Club's By-Laws and act within the boundaries of its authority as defined by New York State Non-Profit law.

As a member of the Board of Directors for the Collie Club of America, I will

Strive at all times to discharge my duties and serve the interests of the Club as a whole regardless of my personal interests. This includes being fully versed in the governing documents of the Club and Director Guidelines.

As a member of the Board of Directors for the Collie Club of America, I will

Use due diligence and sound judgment to make the best possible business decisions for the Club taking into consideration all available information, circumstances, and resources.

As a member of the Board of Directors for the Collie Club of America, I will

Immediately disclose to other Board members any conflict of interest as soon as I become aware of the potential conflict.

As a member of the Board of Directors for the Collie Club of America, I will

Treat other Directors and members of the Club with respect at all times and refrain from making personal attacks on, or inflammatory comments about, anyone.

As a member of the Board of Directors for the Collie Club of America, I will

Provide member feedback and participate in discussions on Club motions and actions, but support and abide by all duly adopted Board decisions once made.

As a member of the Board of Directors for the Collie Club of America, I will

Continue to remain a Club member in good standing for the duration of my term.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Reveal any discussion or decisions made during any properly closed Executive session of the Board without prior approval of the Board.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Use my position and/or decision-making authority for personal gain or to seek advantage over another Club member.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Share specific comments or identifying information from the Board discussion group without permission.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Divulge personal information about any Club member that was obtained in the performance of Board duties.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Misrepresent known facts in any issue involving Club business.

As a Board member, I have read the Board of Director Code of Conduct presented above. I agree to abide by the requirements of this policy and to inform the Board President immediately if I believe any violation (unintentional or otherwise) of the policy, has occurred.

I agree

Signature



Board of Directors Confidentiality Agreement

Confidentiality refers to the duty to preserve privileged information and to share entrusted information responsibly. Board of Director members are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information relating to the Collie Club of America (hereafter referred to as "Club" in this document) to avoid unauthorized or improper disclosures of confidential information.

Board members are expected and encouraged to discuss Club business with one another and with members. However, there are limits to what is shared and how it is shared as outlined below.

Therefore, the undersigned hereby acknowledges and agrees to the following:

Any document or form created by conducting Club business is considered proprietary and all information contained therein shall be considered confidential and will not be discussed, duplicated, published or released in any format unless said document or form is originally intended to be non-confidential or until instructed to be disclosed or published by a majority vote of the CCA Board of Directors.

I agree

All information discussed or reviewed in a closed Executive Session meeting shall be interpreted as confidential and will not be discussed or released to anyone not in attendance at that meeting without prior Board approval.

I agree

Specific or identifying information shared or discussed on the Board discussion forum will not be shared outside the board without permission. General topics of discussion may be shared with members for feedback.

I agree

Any Club information, personal comments, or any member personal data collected by the Club will be considered confidential information and will not be discussed or released in any manner unless through an approved venue and/or for a clearly delineated specific purpose (such as the website, committee chairs, member and judge bios, election materials, etc.).

I agree

I agree with and shall abide by all provisions of this Confidentiality Agreement. I understand and agree that failure to abide with any and all provisions listed herein may result in immediate loss of access to information and potential disciplinary actions by the Club.

I agree

Signature

A handwritten signature in black ink, appearing to be "E. J. D. V. B.", written over a light blue horizontal line.