

Name Daniel Cardoza

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How many years have you been a member? 42

Select the office for which this nomination applies. 1st Vice President

Requirement 1: Officers 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.

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Requirement 2: Officers 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 3: Officers 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 4: Officers 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 5: Officers 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 6: Officers 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 7: Officers agree to follow the 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.collieclubofamerica.org>

I agree to follow the 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 CCA Officer.

For over 20 years, I have been the owner/operator of a respected upholstery business where I communicate and problem solve with clients and interior designers on their projects.

- **Past Board Member – Collie Club of New England**
- **Past President – Collie Club of New England**
- **Director-At-Large – Collie Club of America**
- **District Director – MA – Collie Club of America**
- **Judges Education – Committee Member – Collie Club of America (2016-2018)**
- **Judges Education – Chair – Collie Club of America (2018 – Present)**

(With the help of my committee, we created a new magazine (Celebrating The Collie Standard). This 36-page magazine is an in-depth tool for inspiring new judges. It is highly regarded by applicants. We eventually offered the magazine to the public and the proceeds from this educational magazine have grossed nearly \$4,000 for our club).

- **Breed Mentor – 25+ years**
- **Life Member – Collie Club of New England**
- **Quarter Century Club - Member**

For your personal biography, in addition to the qualifications you have included above, please answer the following questions about the CCA Officer's role and responsibilities.

Briefly describe the role and duties of each office and director as identified in the CCA Bylaws (2021).

To begin, the executive committee and district directors are elected to a two-year term by the

membership. The President is the executive officer of our club and manages the affairs of the club with supervision by the board. The President shall preside at all meetings, nominates all committee chairpersons, and the AKC delegate. The Vice Presidents, in the absence of the President or if the office of the President becomes vacant, the first Vice President shall exercise all functions of President. If the first Vice President is not available, the second Vice President shall exercise all functions of the President. The Secretary shall keep minutes of all executive and membership meetings and report these to the membership. The Secretary shall also hold and preserve all records and correspondence that are considered vital importance. The Treasurer holds an important role. They are in charge of funds and securities of our club. The Treasurer is also responsible to inform the board and the membership of our financial status. The District Directors serve on our board to represent their members in their districts.

Discuss in more detail the specific office of this nomination and how it relates to the CCA Board as a whole. Use the CCA Bylaws, Director Code of Ethics and Confidentiality Agreement in formulating your answer.

My nomination for first Vice President was not decided on a whim. It was a very thought-out decision about the responsibility of this role in the event that the President cannot fulfill their duties. The role is to protect the collie and its members and to safeguard the integrity and values of our club. I would take into consideration for any decision or vote, the welfare of the collie and the protection of members according to the Confidentiality Agreement. We would all hope that each member can conduct themselves with good sportsmanship and respect towards other members.

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

The reputation of the club and its members shall be of the utmost importance. Documents and forms newly created as club business shall be considered confidential until it is fully vetted by the board before it is sent out to members.

Why is having a working knowledge of the CCA Bylaws (2021) important to your role?

To be an active member of the board and to fully understand the role you are elected to, the by-laws are guidelines to learn the inner-workings of the club to conduct its business such as objectives, memberships, dues, meetings, voting, committees, and procedural matters.

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

Robert's Rules of Order gives the meetings structure and efficiency for productive procedural matters.

Describe your understanding of the fiduciary responsibility an Officer 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.

Being a business owner myself, the bottom line always matters. No club can run at a loss. We all must steer the club from any situation that could put us in a condition of financial crisis.

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.

As we all know, rules are rules, and we must follow them. We may not like it at times, but the Club must always come first. Officers and directors have to vote and make decisions according to the rules and regulations for New York 501(c) not for profit organizations.

Do you have experience managing a large, diverse, and sometimes divisive group of members? What strategies would you use to move the club forward if an issue arises? As part of your answer, provide a specific example and how you managed/would manage a group to a workable outcome.

Like any successful marriage – compromise, compromise, compromise. Doesn't matter if it's two people or a group of 1,500. Everyone is passionate about their beliefs and everyone should have a say.

Each opinion should be heard and no one's opinion is more important than the other. Through compromise and respect for fellow members, we can come together for a peaceful resolution. Within these discussions, always consider the welfare of the club and to safeguard the collie. This must always prevail. Nothing is impossible!

Why do you want to serve, or continue to serve, as an Officer of the Collie Club of America?

I joined the Collie Club of America in 1982 as a 16 year old boy. Currently, I am 58 years old. I have served 42 years of membership within our club. I take great pride in saying these things to you. I am a dedicated and driven collie breeder. It is my passion. The Collie Club of America National Specialty has been very good to me. It has given me great pride for the last four decades. Now, I want to give back to a club that I love and has given me so many wonderful memories. It is time to pay it forward!

What is your vision for the Collie Club of America?

- **A smooth running board of directors.**
- **Open and direct communication with members through Constant Contact.**
- **Create a CCA members chat group through social media.**
- **Bring back nation-wide CCA educational seminars.**

This not only stimulates the minds of newcomers to the breed, but it brings our members together as a collective group to socialize and discuss concerning issues. There is no greater feeling than to be in a gathering with your peers. We are all students of the breed. Let's learn from each other.

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 judgement 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

