

Name Jane H. Clymer

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How many years have you been a member? 48

Select the office for which this nomination applies. Secretary

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.

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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.colliclubofamerica.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.

My tenure as CCA Secretary has been for 18 years (2006 – 2024) which has included 9 administrations. Leading up to the Secretary position, I was the District Director for the state of Kansas from 1994 – 2006 during which time I assisted on the Membership Committee, the latest Constitution Revision Committee, and the Election Committee. My CCA membership began in 1976.

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).

President- Chief Executive Officer of the club who guides the Club management, to be aware of our purpose and general knowledge of the management of the Club. To give guidance to formation of committees and consideration for positions as they become available on the Board, help to move the Club forward. The President manages the running of the Club and attends and supervises all the meetings. He/she would nominate all committee head positions, including AKC Delegate and editor of our National magazine, the Bulletin, and our online CCA Newsletter. The President can only hold the term as President for two consecutive terms.

Vice-President positions - First and second VP positions are positions to give guidance and back-up to support and help guide the President. They as all officers are elected at our annual meeting of the Club and they serve for 2 years. If there is an absent or health issue the First VP will take over to manage the Club. Additional details in Constitution if other changes to First or Second VP. become necessary.

Secretary - keep the records of the minutes of meeting management of the Club from Executive Meetings and Membership Meetings. Preserve all letters, and incoming data such as letters and all information concerning the Club and the management of the Club. Including roll call attendance at meetings, and details of the meetings including attendance, and actions on motions and details of Board discussion. Be responsible for all correspondence and the keeping of records for our history. Also, to work with the Committee Chairs and along with helping to answer their questions or direct them to that source for the information. To work closely, with the Membership Chair, the Bulletin - our club magazine, and all committee chairs, including our annual Yearbook of our club year's history. The Secretary is elected on a 2-year term and attend the annual meeting of the Club.

Treasurer - To keep the financial records of the Club...including funds, securities, and all property of the Club and present an accounting of the financial at the Board Meetings. Will also make an annual report at our Annual Meeting held during the National. The Treasurer is elected for a two-year term and serve as treasurer until their 2-year term is over and a new treasurer is elected. Therefore, the treasurer is InCharge of all funds held by the Club.

District Directors - They are elected for 2-year terms and serve till their successor is elected and qualified. The DD's job is to follow the Club's Certificate of Incorporation, represent the territory they represent, and to follow the guidelines of the management of the club. This Board position is also an elected position for 2-year term.

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.

The position for nomination is secretary. The secretary manages the clerical records of the club and works closely with the President of the club and the Membership chair along with other the other committees. As a secretary, you follow the guidelines of the Club's Constitution/By-Laws along with the words written by New York State Non-Profit law. You work to always keep in mind the duties and best interests of the Club as a whole and not personal interests. Always protect the clubs and its integrity, officers, and members. To remember Board information and discussion is private to the Board as is the name and integrity of our officers and members. All details of Club information always private to the Club and considered Confidential at all times.

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.

Do not reveal discussions or decisions for personal gain or seek advantage over other club members. Not to take advantage or personal gain to take advantage over club members. Do not share specific information about the Board discussion without permission or divulge personal information about Club members that you may have learned in the performance of my duties as secretary...and especially don't misrepresent Club business.

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

The CCA Bylaws are our guide to management and behavior as a representative of the club. We should take advantage of the Constitution/By-Laws as our guide to protect the actions of the Club in its management. It is our guide to expected behavior as a CCA member and Officer to protect this management and the integrity of the Club and its members. To always work to improve, protect, and honor this great old Club.

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

Robert's Rules are our guide to the laws of management for the Club. We follow their guidance and show of management for our Club so that we protect the actions and integrity of the Constitution and guidelines that follow as we manage the work of the club and our history. Any officer should have a copy and working knowledge of the 12th Edition of Robert's Rules of Order. We should follow our

Constitution/Bylaws as we manage the history and the future of the Club.

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.

It is the responsibility of the club, the officers, and all members to be financial knowledgeable as we review the bookkeeping records and financial reports presented to help make constructive decisions for the continuous projects and improvements for the Club. To make the financial policies of the club sound and accurate. Remember this is all of our responsibilities not just the bookkeeper or the treasurer...it is OUR Club and OUR responsibility to maintain the history and financial integrity of the Club. This is especially important for the officers and the Board members to know where we stand financially in order to protect the Club itself.

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.

Not-for-profit is a status designed by the State of our responsibility as we are to manage this Club under the laws of the State to which we are held responsible. We are not only managers of this Club for our own interests but for all members and the protection of why we have the club in the first place. We all love and cherish the Collie bred dog. We are not just dog lovers, but of this particular breed of dog, the collie, and its history which we as members and officers, wish as a club to carry into the future for our families and history. We are managers of the Club and the history and future of this Breed, which we have chosen to manage the funding and expenses of the club with honor and integrity.

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.

Well, I've managed in my years with teaching in schools and managing Girl Scouts troops along with belong and taking active part in dog club and Girl Scout troops. I certainly hope I've moved them forward with honor and integrity. To move a project forward it is always good to set a sincere example of honesty and integrity along with a good amount of patience, honest, and integrity.

Well, you have to explain what you need accomplished, how you wish it would be completed, and then reward their time and interest in producing a constructive outcome. Be honest and straight forward with patience and clarification and then add in the praise.

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

I love this Club and its members and wish to try and continue to do my best for the Club and all its members. I believe I still have things to offer but most of all I enjoy meeting and visit with the members of this club and the stories they tell about their lives with the Collies they've owned and treasured such as I do my own.

What is your vision for the Collie Club of America?

I hope we continue to grow and develop with each other for the benefit of the future of the Collie in all our lives and those of our children, grandchildren, and great grandchildren and all time. We are growing as a Club and moving towards a changing as we move forward to the future, I'd like to see the Collie to always be there for that child to wrap their arms around and love. That very, very best friend a child can ever have. The Club and its history and future are in our hands. Let us come together to treasure this time we have together towards the helping of keeping this beautiful breed alive and healthy for the future of mankind to enjoy. We need to work together for this goal and honor those in the past so that we can learn in our future.

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

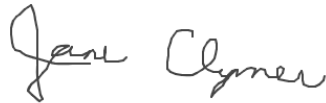
Any Club information, personal comments, or any member personal data collected by the Club will be considered confidential information and will not be discussed or released in any manner unless through an approved venue and/or for a clearly delineated specific purpose (such as the website, committee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

A handwritten signature in black ink that reads "Jan Clymer". The signature is written in a cursive style with a large initial "J" and a distinct "Clymer" ending.