

Name Marcy Fine

Address 18209 Auburn Rd
Chagrin Falls, OH, 44023

Email overlandc@aol.com

How many years have you been a member? 52

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.

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 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.

I have served 1 term as a CCA District Director ,worked on the CCA Judges Education Committee including selection of the photographs for the current Brochure given to all new judges. I have also worked on marking the show site for grooming spaces when the National was held in West Springfield.I have been a member of the Cleveland Collie Club for almost 60 yrs. Was editor of the Cleveland Collie Capers when the club published a monthly newsletter.,Past President of the Cleveland Collie Club for at least 5 terms on different occasions and have been in charge of set up and tear down for out local specialty since we moved to the Medina KC building with the exception of this year due to my contract to Judge the 2024 National.

When employed by our local school system as a bus driver I was the delegate to the cost containment committee for contract negotiations on 3 occasions.

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).

The president is the chief executive officer of the club and is limited to 2 consecutive terms. They preside at all club and board meetings and nominate the AKC Delegate as well as Committee Chairs and members subject to Board approval.

Vice Presidents shall also have 2 yr terms and 1st vice president shall assume the presidents duties in their absence, incapacity or death. The 2nd vice president would then become 1st vice president.

The secretary shall keep minutes of all the Board meetings and preserve all letters and communication considered by the board for a permanent record. They shall keep a record of all members which will be supplied to every member in good standing not more than once a year. They are jointly responsible with the membership Chair for this record. They shall also send to the membership such information that would be of general interest or information that the board deems necessary.

District Directors shall serve on the board representing and being voted in by the members who reside in their district. They also have 2 yr terms

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.

First vice President needs to be fully informed of all information that the President has at hand. It is their job that any meetings where the President cannot attend will still run smoothly. They will keep confidential personnel information that may arise in the execution of their duties. Personnel comments made on the discussion board will not be repeated outside of the Board and Executive Board .

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.

Documents of the Board shall only be shared if the majority of the Board so authorizes.

Executive session meetings will be kept confidential unless the Board previously authorizes.

General topics of discussion may be shared with the membership for information and feedback.

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

It is important to keep a copy of the CCA Bylaws at hand to refresh your memory if Constitutional questions occur.

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

Roberts Rules is a good guide when questions of procedure arise . All officers should have access to one and review it occasionally especially if procedure questions come up on the Discussion board that may come before the Board for a Proposal or vote.

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.

Officers must always look at the bottom line when expenditures of larger amounts are anticipated. I would hope that treasurers reports would include individual projects income and expenses be reported in a timely manner. I would hope that a rotating list of shows sites could be established with long term contracts that will give stability to the future Nationals going forward.

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.

I think this statement would apply to conflict of interest to a group as well as an individual. The club which is its entire membership is more important than any 1 individual.

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.

On Cost Containment committees during contract negotiations it is important to explain all of the information to the members so that the reasons for decisions are apparent. Also input from the members with alternative ideas and reasoning be included .

In our club if the cost of publishing a paper Bulletin becomes a serious liability on the clubs bottom line explanation with the figures to support it should be shared with the membership prior to and changes made . Pleas for any input on solutions should be solicited . Asking for help is a great way to keep the membership involved.

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

I wish to see more involvement by the individual members and a better flow of information so the members feel their opinion matters.

What is your vision for the Collie Club of America?

I would like to see a form of the bedtime stories that were poplar during Covid. These would be educational covering all aspects of the collie from breeding, performance to a Q & A for new puppy buyers promoting the breed. The general public has forgotten what a Collie is .

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

If yes, please identify the entity, your relationship to that entity, and the relationship that entity has to the Club. Please include information for all entities.

None

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

If yes, please identify the transaction with which you have or may have a conflict of interest. If you have or may have a conflict of interest with more than one transaction, please describe each conflict of interest below.

None

Signature

Marcy Fine

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

Marcy Fine