

Name Candace Hunter

Address 115 Roe Rd
Winlock, WA, 98596

Email tercancollies@outlook.com

How many years have you been a member? 32

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.

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 first helped serve the CCA by designing yearbook ads from 2000 to 2006 and I took on the role of the yearbook editor in 2004 and 2005. Currently I am serving as a CC of A Shining Star committee member. Locally I have joint membership with the Collie Club of WA and the Overlake Collie Club. I have served several terms as President for the Overlake Collie Club, been involved with trophy and related show committee positions, and I am currently a board member. I have been active with both clubs for over 20 years.

Professionally I am a Background Compliance Supervisor for a national staffing company. My position is focused on adhering to legal compliance guidelines, maintaining confidentiality, and balancing public, customer, and company risk and liability. I hold a Bachelors in Human Resources and I feel my degree and my field of work benefit me in having a measured awareness of the challenges of working in diverse organizations. I work remotely 100% and I am comfortable with the technology and systems that entails. I also understand and promote the importance of confidentiality in a professional setting.

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 role of the President is to preside at all club meetings, provide nominations for committee chairs (and additional committee members) in addition to nominating the AKC Delegate and Bulletin editor. The nominations by the President and all additional roles including general management and other tasks as required are subject to board approval.

The Vice Presidents are responsible for all roles of the President in the event the President is unable to serve. The 1st VP is the next in line to the President and the 2nd VP is next in line after the 1st VP to serve either as the 'new' 1st VP or as the President should both the President and 1st VP be unable to hold the office.

The role of the Secretary is to document (via meeting minutes) official functions of the club including all Board, Executive and Membership meetings. The Secretary will also be responsible for issuing meeting notices, sharing meeting minutes and keep/preserve all documentation as deemed necessary by the Board. The Secretary is also responsible for membership rosters and works in conjunction with the Chair of the Membership committee. Should the Board identify additional correspondence required to be shared with the membership, the Secretary will carry out those duties as authorized by the board.

The Treasurer oversees all accounting and reporting of financial resources of the CCA. This can include expenditures and profits related to club activities as well as any trusts or other club financial repositories. Any funds disbursement or deposit activities are determined by the Board. The role may require a bond to safeguard the financial interests and funds of the club.

District Directors are responsible for representing the members of each district thru nominations and voting. Each DD is also a Board member overseeing the roles and responsibilities of the elected positions noted above. In addition, the Board will include an AKC Delegate (nominated by the President) however the Delegate will not have a voting position within the Board.

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 role of secretary is a communication hub for all club business. The role is important in ensuring cohesive communication between officers and membership by not only documenting the actions of all club business, but also keeping the membership informed and engaged in supporting the club and in turn, supporting the best interests of the Collie breed.

The role of Secretary is also supporting all DD's in their roles to keep the membership informed and disseminate information as needed. The Secretary should be able to provide all members regardless of position within the club necessary resources to help the club function effectively and to help members in obtaining resources to support the betterment of the breed.

Regardless of the activity performed by the role of Secretary, good judgement, confidentiality, and appropriate disclosure of club business should be held in high regard. Direction of the dissemination of information is at the discretion of the Board of Directors with confidentiality preserved 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.

An Officer of the club holds the trust of the membership and peers in doing what is best for the Collie breed. An integral role of an Officer is to understand and uphold confidentiality to further the goals and objectives of the club as determined by the Board and Officers. The use (or misuse) of electronic communication should be constantly reviewed and improved as technology changes.

To serve the breed and membership, communication by the Secretary within the club should be clear, concise, appropriate for the audience/and or intention, and approved by the Board. Confidentiality is a personal responsibility of all Officers and Board members.

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

Bylaws define the role, responsibilities, and processes by which the Board and Officers are legally required to conduct business. In the absence of specific legal requirements, the Bylaws provide direction, responsibility, and definition of all activities engaged in by the Board and Officers. The Bylaws are the framework for all business conducted by the club and as such, the Secretary should have a full understanding of the Bylaws to ensure that the role is performed in accordance with the scope of the position.

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

Just as Bylaws define the role, responsibilities, and processes by which the Board and Officers are legally required to conduct business, Roberts Rules gives an Officer a 'map' of conducting business by moving from Point A to Point B. Roberts Rules ensures that all voices are heard, all respected, and all represented. Roberts Rules also allow for discourse and discussion but within bounds and with expectations. By following Roberts Rules, no one Officer or member can control the actions of a club. Ultimately Roberts Rules provides a clear path to actionable items while gaining agreement from the ruling majority while taking into account the voice of the minority.

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.

All Officers should feel a fiduciary responsibility to the club thru any actions, either directly or indirectly, that cost the CCA financially. This can be as simple as choosing cost effective communication methods or as complicated as avoiding litigation against the club. While a specific cost report may not apply directly to all Officer roles, the responsibility of financially protecting the club rests on all elected and nominated Officers and Committees. Officers should take all reasonable steps to review anticipated and actual expenditures or risk and provide feedback and support.

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.

The notation regarding voting and making decisions based on the best interest of the Club is directly tied to identifying and understanding conflict of interest as it relates to Not-for-Profit designation. As such, a conflict of interest policy is required as well as a defined process of review by the Board should such a transaction potentially conflict with the policy. The actions of the Club cannot be geared toward the advantage of any particular person or persons and still maintain a Not-for-Profit designation. Failure to retain a Not-for-Profit status exposes the club to IRS taxation and transactional rules.

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.

While the position of Secretary is not one of management per se, my goal in a professional situation involving multiple points of view is to enhance communication and ensure different points of view are heard. Finding common ground among the group will identify opportunities to move a conversation or project forward. Focusing on the larger project and less on side conversations helps to redirect the group toward a shared goal or goals.

Finding workable outcomes was a constant requirement when serving as President of our local

Collie Club. This role involved finding a consensus on show sites and show schedules with another local club, to coordinating and tracking the work of committees, to running meetings and filling in holes as needed to keep the club plans on track.

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

As a CCA member for over 30 years, I have the benefit of seeing the club in good times and bad. I have offered my skills in roles I felt would serve the members and the Breed mostly at a local level. Over time my education and experience in Human Resources and Compliance provides additional skills that I feel will contribute to the role of Secretary. As society changes (and the role of the purebred dog) my goal is to help others who want to preserve and protect the breed to do so as effectively as possible while being inclusive and supportive of membership.

What is your vision for the Collie Club of America?

The Breed will not survive in a recognizable form under the guidance of our standard without our Members. So in order to improve and preserve the Breed, we must also support, educate, and encourage our Members. We have the opportunity to draw from science, social media, history and perspective to craft the path forward to preserve Breed type and enhance overall health and temperament to share with future generations.

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.

N/A

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.

N/A

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, consisting of several stylized, interconnected loops and lines.