

**Name** Caroline Jones

**Address** 9 Melbourn Lane  
Ringoos, New Jersey, 08551

**Email** Limcollie@aol.com

**How many years have you been a member?** 35

**Select your district** District 1: New York, New Jersey

**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.**

I have been a CCA member since 1989. I held the position of District Director for 4 years and can't wait to do it again. I have helped out at National Specialties with banquets (including taking care of dinners, table decorations with keeping with the themes of the show and corresponding with the venues), theme decorations for conformation rings and grooming areas, helping with the memorials for the Yearbook and just being willing to help when needed.

I have been a member of the Hunterdon Hills Collie Club since 1989. I have held multiple positions through the years including President for a combination of at least 15 years, Vice President and Secretary. I have been Trophy Chairperson for the last 20 years. I also was on the Board of Directors for Keystone Collie Club for a number of years. I have a great work ethic and put forth my best in everything I do. I have been raising/showing collies for over 30 years, have bred almost 40 champions, handled a bitch to Best Of Breed at the CCA National in 2009, took RWB/Best Puppy in 2012, an AOM in 2023 and have many class placements. I feel I am more than qualified to hold this position of DD again, and promise to follow the

rules of the club and to keep the lines of communication open at all times with my members.

**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 welfare of the collie is the responsibility of all members. When that responsibility is not taken seriously, it's the collie that suffers. I agree to except the role of DD and adhere to the code of conduct as written. I promise to provide feedback to all my members of discussions with club actions but support and will abide by the decisions of the Executive Board.

**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?**

When I was DD before, I used email as the main means for contact. I also would use my cell phone number. I made it possible that any of my members could contact me at anytime. I used the Communique, via Constant Contact, to send out announcements or information also. I would call older members on the phone because many didn't use email and sometimes they just wanted to talk. If someone had a suggestion or a different way of being contacted, I took that into consideration and tried to do my best to keep them informed.

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

As I understand it, all information discussed at Board meetings is considered confidential and shall not be disclosed until the Board of Directors votes and a majority ensues.

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

The District Director will except (in good conscience ) a membership application from individuals and send them on to the membership chairman. From there it goes to the board for vote. The DD will also make every attempt each year to get all members to stay up to date on membership dues. Reinstatements will again be sent to the membership chair.

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

Any club cannot run without rules. The By-Laws set the stage for how the club will run smoothly.

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

Again, it sets the rules for how a meeting is held. It helps in keeping the meeting running smoothly and efficiently.

**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.**

When it comes to financials of the club, discussing as a whole, along with the treasurer, is very important. Discussing these matters is a must to protect the club monies. Overspending can be detrimental to any club.

**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.**

DD's have the responsibility to its members and the club as a whole to make decisions that won't hurt the club in any way. Sometimes individuals are not privy to all facts and the DD needs to ensure that certain

decisions are met that won't be detrimental to the whole.

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

The collie has always been extremely important to me. Ever since I was a little girl. I want to continue to ensure the collie stays pure and nothing changes it. Education is number one. Helping breeders and exhibitors understand the essence of the collie and how important the collie standard is. Any change in the collie standard or breeding tactic could be extremely detrimental to the collie and haunt all of us for years to come. The role of the Collie Club of America needs to continue as a guardian to the collie. And I want to be part of 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 read "C. J. Jones".