

Name	Carrie Lenhart
Address	2309 Edwards Ln, Bel Air, MD 21015 BEL AIR, Maryland, 21015
Email	marnuscollies@gmail.com
How many years have you been a member?	19
Select your district	District 3: Pennsylvania, Maryland, Delaware
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.

As a second generation preservation Collie breeder, collies have always been an intricate part of my life. I learned much from my parents, Ron and Marcia Keller, from the example they provided as parents, breeders, exhibitors and mentors. I learned good sportsmanship, animal husbandry and the importance of building strong relationships and communication. I still consistently harken back to my mother as a model of behavior..."What would Marcia do?" For one, she would step in to contribute to the club in a time of need.

Now that I am retired, it will afford me more time to give back to the Collie Club of America. A lot of what my parents modeled for our family became useful in my professional career. I worked for over 40 years in retail, primarily as a director, manager and/or trainer. Being able to manage people with diverse backgrounds and develop efficient processes for operations were my areas of success. I received accommodations for increasing profit, building effective training programs and promoting from within. Treating people with respect, giving them opportunities to contribute and recognizing their abilities were key. Communication, both down and up within the organization is pivotal to success as well.

I have been a member of the Collie Club of Maryland for over 20 years, serving on the board and as President for 10 years. I also am the trophy chairman for our yearly specialties and ensure our exhibitors are taken care of for our shows. Prior to CCMD, I was a member of the Collie Club of Western New York for many years, where I was a board member and trophy chair for several years. This is where I cut my teeth on putting on specialties, raising money and promoting the breed and still assist with their annual specialties.

I joined the CCA in 1989, however stepped away for a few years in 1995, while I was building my career and family. I rejoined in 2011, after my Mom passed away and I joined my Dad as a team in Marnus Collies.

In 1994, I created the logo for the National in Niagara Falls, as well as the designs for the trophies. I also assisted on several committees, collected trophy pledges and promoted the upcoming National at the 1993 National in Kansas City. This was a great learning experience as to what it takes to put on a National, as many a planning meeting was held at my parents' home.

I served on the Good Sportsmanship Committee from 2013 to 2021. As part of the committee, I promoted the award, collected nominations, designed the booklets and certificates and presented the awards at the Annual Meeting at each National.

I have also worked on the Top Twenty Invitational Event in 2018, 2020 and 2022. In 2018, I designed and created the awards and facilitation of the event. Although unable to hold the event in 2020, we still did the prework and put together a small virtual event at the last minute. As co-chair in 2022, we were able to prepare and execute the event to the fancy, without financial assistance from the CCA. I kept a careful budget and spreadsheets to facilitate communication and execution.

I served as CCA District Director for Maryland for two terms, 2014 – 2018.

I am a member of the Collie Health Foundation, as well as on the CHF Nomination Committee and a Corporator to help secure the future health of the Collie. I am also the Host of the Virtues Match every year at Sunnybank. I help select the judges, manage the process and moderate the virtues match. I strive to educate the audience and participants on the intricacies of our breed standard and how to interpret the words to physical examples.

I have been a licensed AKC judge for collies since 2021, attaining permanent status in 2023. I also am a member of the Mid Atlantic Stewards Association and work at local All Breeds stewarding. I especially love helping new exhibitors and judges to have a great experience. As a steward, judge and club officer, I need to stay current on all changes in AKC regulations.

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 DD has a primary responsibility to represent the interests of his/her District through communication and voting on their behalf, while adhering to the Club By-Laws as defined by NY State Non-Profit law. They ethically disseminate information, endorse new membership and promote CCA activities, and activities within their district that may be beneficial to the members. This position is a vital link between the Club and the interests of the district members. No DD can properly represent their district without creating an open, responsible forum for communication. The DD will also maintain confidential information discussed within the board, until Board approval to disseminate has been granted.

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?

As a trainer, I learned that adults learn differently and often need more than one way to receive information. I would specifically ask them how they learned best and use that information specifically for them. I would use this as my guideline for communication to my District and use the tools they find most usable. Although email is the most universal tool, I am not opposed to setting up phone calls or video calls if this is a better format for members to feel they have input. Most importantly I want them to feel represented.

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

The DD role is critical leadership role, not a title. In this role, there will be times that information shared among the Board members will need to be held within the Board to protect the Club or it's members.

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

The DD should always be promoting the CCA and encouraging new membership. A reminder to the district members to promote the CCA with new local club members and new puppy owners would be welcome. The DD should remind it's members of upcoming renewals and work with the membership committee on members who have not renewed, for reinstatement, if possible. It is important that the DD review and endorse new applications in a timely manner and if necessary get more information from the applicant's sponsors.

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

As a non-profit, incorporated in the state of NY, we need to abide by these governs and follow the current Bylaws for Membership, Meetings, Voting and all Officer duties. As well, we are beholden to the American Kennel Club, as they have reviewed and approved our bylaws.

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

Robert's Rules provide a framework for all meetings for consistency and provide codes and ethics that allow majority to rule while allowing minority voices to be heard. These rules assist in understanding when to speak and/or how to interject to maintain order and efficiency. Using Motions and tracking the status of motions in process also maintain order.

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.

The DD should review all financial statements and ask questions on expenditures or holdings, so they can help their district members understand these documents if needed. The board should be open to challenge expenses, options for bids or the necessity for recurring expenses. Although we are a non-profit, we cannot be unresponsible with our members contributions.

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.

The CCA if for all it's members and not to be utilized to influence any one group or project. Our Article 1 Objectives of the Club should be kept in perspective, including Section 3 or Incorporation.

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

I love this breed, this club and the hard working members who have kept this club relevant for so many years. Now that I am retired, I can devote more time to contribute back to the club and work to make it one other breeds strive to be and more people want to join and join in! I believe my background and dedication can be of an assistance to that desire.

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

Carrie Lenhart

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

Carrie Lenhart

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

Carrie Lenhart

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

Camie Lenhart