

Name Harriett Pierce

Address 12 Katherine Street
Laurel, MS, 39440

Email harriettperce@msn.com

How many years have you been a member? 22

Select the office for which this nomination applies. Treasurer

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 am a CPA retired. I worked for 41 years as a tax accountant until my retirement in March 2020. My most recent employment was with Entergy Corporation, a public utility, and owner of multiple unregulated assets including nuclear power plants. I was part of the Tax Team assigned to work on the decommissioning and disposition of various properties, and other special tax projects. Prior to this assignment I was the Senior Tax Manager / Director Income Tax Compliance for Entergy. Before joining Entergy's tax group in 1999, I worked for three multinational companies in their Tax Department with a focus on U.S. taxation of international operations. My tax career began in 1979 in public accounting for Arthur Anderson – New Orleans.

In addition, to my employment mentioned above, I served Treasurer, Show Chair and Show Secretary for the Collie Club of Louisiana. I worked as a volunteer for Louisiana Collie Rescue and was a founder of Collie Rescue of South Louisiana. Throughout my life, I have been a volunteer for various organizations. I believe in giving back to help people and animals.

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 and supervises the management of the affairs of the CCA subject to the supervision of the Board. The President presides over all club and Board meetings, nominates the AKC delegate, and committee chairs. President is elected at the annual meeting of the CCA and serves for 2 years. The President is not eligible to succeed himself/herself after two consecutive terms.

The First and Second Vice Presidents are elected at the annual meeting of the CCA and serve for two years. In the event the President is unable to fulfill their responsibilities, the First Vice President assumes the responsibilities of the President. The Second Vice President automatically becomes the First Vice President.

The Secretary keeps all minutes of all Board, Executive Committee and Membership meetings and reports the minutes to the membership; issues notices of all meetings, preserves all letters and communication considered by the board to be a permanent record; with the Membership Chair maintains the official rolls of the CCA members. The Secretary sends to the membership such information that the Board deems necessary. The Secretary is elected for a two-year term.

The Treasurer is the custodian of the funds, securities and property of the CCA and keeps the financial books of accounts and renders an accounting of the CCA's financial status as requested by the Board, and at the CCA's annual meeting. The Treasurer deposits monies received and disburses monies only in accordance with procedures set by the Board. The Treasurer is elected for a two-year term.

The District Directors serve on the Board and represent the members with their district. They serve two-year 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.

The Treasurer shall be the custodian of the funds, securities and property of the CCA and keeps regular books of account; shall render an accounting from time to time as requested by the Board and an accounting of the Club's financial status at the annual meeting; shall deposit the funds for the credit of the Club in such bank or trust company as the Board shall direct and shall make disbursements only in accordance with proceedings set forth by the Board. If required by the Board, the Treasurer shall furnish a bond to safeguard the funds of the CCA. The cost of such bond shall be charged against the funds of the CCA. The Treasurer shall keep confidential information that may arise in the execution of their duties. Comments made in Board discussions shall be kept confidential.

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 be kept confidential, can only be shared if the majority of the Board authorizes.

Executive session meetings shall be kept confidential unless the Board authorizes otherwise.

General topics of discussion may be shared with the membership for input.

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

It is important to have a working knowledge of the bylaws, and to keep a copy at hand, when questions of Constitutionality arise.

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

Roberts Rules serve to maintain order in meetings. Roberts Rules are also very helpful when questions of procedure arise. All officers and directors should have a reference copy.

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.

Each officer and director has a fiduciary responsibility to ensure that CCA monies are spent wisely and prudently. Budgets should be established as a means to controlling financial outlays. The most cost-efficient measures need to be followed. A rotating list of show sites combined with long term contracts to control costs need to be explored.

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.

Decisions should be made for the good of the CCA as a whole, not for a particular individual or group of individuals.

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.

Yes, I do. In my work experience, I learned that conflicts between a diverse group of individuals are going to happen. My goal has always been to seek common ground, and solutions through what I call "brainstorming" exercises - allow each person involved to speak without interpretation and note the common ground. Seek compromises. Change is hard for most people. I was the Team Leader responsible for the implementation of new processes and procedures.

I believe the CCA is going to have to work through issues surrounding the rising costs of publications, and specifically the Bulletin. We will need to seek input from members and build a financial case(s) to support decisions.

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

I believe that I can contribute to the long-term success of the CCA. I want to see more members involved in all club activities.

What is your vision for the Collie Club of America?

My wish is that we all remember why we became members of the CCA - our love of THE COLLIE. We are the protectors and the promoters of this wonderful breed. I hope that we can provide more education about breeding, conformation, performance to anyone and everyone who wants to know our dogs.

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

Harriett Rowe

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



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

Harrett Pierce

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

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