

Name Jennifer Rutkas
Address 14633 Big Grove Rd
Newark, IL, 60541
Email jrutkas@gmail.com

How many years have you been a member? 26

Select your district District 5: Illinois, Indiana

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.colleclubofamerica.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 for 26 years. I was previously a member of the South Texas CC and Northern WI CCs, where I held numerous offices within the board and was also the trophy chair for NWCC while I lived in the area. I am also a member of the Elgin KC in Illinois.

Professionally, I am the assistant director of preschool programming for the West Chicago School District in a growing program of over 400 children and 100+ staff members. I am responsible for legal compliance for special education, preschool screening teams, early intervention transition facilitation, and curriculum implementation fidelity, and I chair numerous committees. In four months within this new district, we have revamped our screening process, began the process of a new universal screener and speech/language screener, and provided significant training to our team to enable the team to write and implement Individualized Education Plans with fidelity. I served five years in a slightly different leadership role within another district, overseeing four K-6 buildings for special education legal compliance by preparing my teams and leading up to 20 weekly meetings.

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.

As Steven Covey once said, "The main thing is to keep the main thing, the main thing." The objectives of the Collie Club of America all relate back to THE COLLIE. My goal as a district director would be to protect and promote our collie breed that we all hold dear to our hearts by encouraging all to keep our focus on that MAIN THING.

As a district director, I could best represent my district by following my personal 3 C's of leadership: commitment, consistency, and communication. In order to be a successful member of the CCA governing body, it would be imperative to commit to having an innate working knowledge of all CCA documents-including the constitution and by-laws. I would also make that commitment sharing information with district members so they have understanding and knowledge of decisions that are made within the club. While I understand the confines of the confidentiality and code of conduct agreements and frequently work within those confines within a large school district, I also understand how to enable constituents feel heard and represented. I also plan to consistently communicate with district members request feedback in a variety of methods using a variety of technology. I welcome feedback from all of my current staff members at work and value their perspectives. I would plan to work in a similar capacity and leadership style as a CCA director.

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?

Effective communication would be a number 1 priority for me as a district director. This communication would encompass not only sharing information with members but also members' ability to share information with me. I welcome feedback and discussion. In my professional life, I strongly feel that an environment that is not safe to disagree is not an environment focused on growth-it's an environment focused on control. The key in a situation where team members are spread across two states would be to create an environment where discussion can happen. I would send out a district newsletter after every board meeting, a "Board Meeting at a Glance," summarizing the key points of the previous board meeting, key takeaways, and action items. I would also schedule a monthly Zoom meeting where members and I can meet to review key points and voting items upcoming the next month.

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 an assistant director within a school district, I am familiar with "closed sessions" of board meetings and "need-to-know information." I also work in the world of confidentiality, with pertinent information only shared with those who need the information required to provide services to students successfully. There are dire implications for breaking confidentiality in education.

As a director of CCA, I would not share confidential information as outlined in the CoC and confidentiality agreement.

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

A director should advocate for club membership by encouraging new collie fanciers to join the club. I would monitor dues renewals to remind club members to renew their dues and then make personal contact with those who may still need to renew. If members are considering not continuing, I would want to understand the reasoning behind the decision: Does the club member feel that the CCA interests align with theirs? Are there activities we could offer as a club to engage more members? How can we build

community among collie owners within the district?

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

It is only possible to work within an organization if one is aware of the rules that govern that particular organization. To be a change agent, one must first understand the confines and structures. Nothing is worse than attempting action with a seemingly great idea for it to be stopped due to a procedural violation.

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

Again, similar to the previous response, nothing is worse than a procedural violation when attempting to move forward with an action. It's vital to know the rules by which one is working.

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.

My professional role is a fiduciary responsibility to taxpayers to provide the best education to our students while maximizing funds. I frown upon wasteful spending that does not make sense in the current environment. It's the board's responsibility to continually ask questions if we can move forward with a more cost-effective way of conducting business while not compromising the values and traditions that we hold near our core belief system. I believe it is also the board's responsibility to educate its members on cost implications in decision-making.

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.

One of the worst things that happen to any organization is that a group is elected in a "block" and comes in with a one-sided agenda. That newly elected group moves forward with said agenda with blinders on, not considering the long term implications of those decisions. I've seen a few school boards like this during my time in public education!

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

I feel passionately about promoting our beautiful breed and preserving our breed standard. I am a strong advocate for the idea that education is POWER. Years ago, our South Texas district would hold symposiums and educational events. I want to see us return to an education focus to encourage the next generations of breeders and fanciers. There is a current adversarial undertone to many members' feelings towards the CCA. I feel this is unnecessary and unfortunate. We have a beautiful, peaceful breed. I would like to see interactions between the board and club members proceed similarly.

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 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, consisting of a stylized, cursive-like mark that starts with a loop and ends with a horizontal stroke.