

Name Patrick Wentworth
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How many years have you been a member? 37

Select your district District 11: Kansas, Oklahoma, Missouri, Colorado, Arizona, New Mexico

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.

1. Volunteer positions you have held in the CCA and approximate years served:

District Director 8 years, membership and yearbook committee member – 1 year (responsible for 2023 yearbook Memorials), Juniors Scholarship Program. CCA national – 2021 – volunteer coordinator, 2022 – Co-Chair catalog sales.

2.

Membership in local specialty and all breed clubs including offices/positions held:

Current member of the Collie Club of Colorado, currently Vice President and Show Chair, multiple years as Show Chair or Co-Show Chair. Have served on the board for 13 years, President – 4 years, several years

as VP, and director at large. Previously a member of the AZ Collie Clan for 15 years, served as President for 5 years and all other board positions, except recording secretary. Also, a previous member of Collie Club of Western Mass, Collie Club of WA, No. Texas Collie Club.

3.

Professional/work experience that would provide helpful experience

Professionally – For 20+ years, I was in the optical industry, and for almost 20 years, I have been in higher education. My experience in both industries has been in sales, marketing, training, and management. leading and managing teams of up to 60 employees. In higher education, at the director and manger level I facilitated several scholarship programs, negotiated contracts to provide workforce retention, recruitment, education and training for fortune 500 organizations. Was a part-time adjunct professor at the college level teaching Organizational Behavior and Group Dynamics, and Marketing for five years, at both the undergraduate and graduate level. As an adjunct professor, student group presentations, communication skills and writing skills were paramount to student success. I earned a bachelor's degree in Business Administration and an MBA.

As a manager and director, I had the responsibility to create financial budgets, allocate dollars, and financial projections for my departments.

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.

A District Director needs to communicate with and seek input from members in my district. Provide feedback and input received from my members to the CCA board. Help to move the objectives of the CCA forward as set forth in our Bylaws. Review new membership and reinstatement applications up for vote, review and sign new membership and reinstatement applications for District 11, when appropriate. Attend, participate in discussions and vote at CCA Board meetings to represent my members, make the best decision for the CCA, our Collies and members. District Directors also need to reach out to Committee Chairs for input and updates on their committee if not reviewed in BOD meetings. Review club financials (treasurer reports) and national show bids etc.

Adhere to the CCA Bylaws, Board Code of Conduct and confidentiality agreement while serving as a District Director. Treat members of the board with respect, serve the CCA and its members, without considering my own personal interest. Divulge to the board any personal conflicts of interest, as I have done in the past. As a Director participate in all Board and committee business (discussions, topics, votes, financials) make proposal, objections and vote on specific actions and follow board governance.

Review any charges brought forward for misconduct to entertain Jurisdiction.

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?

Communicate with my members via email and phone. Provide information to members on a regular basis (monthly) or more frequently if needed, provide board meeting agenda's that include minutes of BOD meetings, financials, other topics and discussions. Provide members with the reasons for board decisions (the why) when appropriate. Also use surveys (Survey Monkey) to gather input from members on major topics for discussion.

Consider my members input when attending CCA BOD meetings and voting. Respond to members emails and phone calls in a timely manner (within 24 hours when possible).

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

All member information is private and is not to be shared outside of the board without the permission of members (information in the yearbook is public). If I have a conflict of interest notify the board immediately and refrain from voting when I have a conflict of interest (or abstain). Documents or forms created by the CCA cannot be shared unless the intent is to publicly share the documents. Information discussed in a closed board session will remain confidential unless permission to share has been given by the board. Specific information shared on the Board discussion forum is to remain private unless it is general topics that may be shared with members for feedback.

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

New membership applications for district 11- as a director, I need review the application to ensure the two sponsors have signed and dated the application, answered the questions on the applicant they are sponsoring and are CCA members in good standing for one year or longer. The member Code of Conduct has been signed by the applicant and the applicant has signed the application. If there's any questions on the application notify the applicant prior to signing and completing the Director's portion.

Reinstatement Applications - verify that the applicant was a member in good standing the prior year. All areas of the reinstatement application are completed correctly, including the member Code of Conduct. The applicant has included the membership fee and reinstatement fee of \$15, prior to signing the reinstatement application as their Director.

Dues Renewal – Notify all members in my district of the deadline to pay dues (Dec. 15th). Follow-up with members multiple times as a reminder, when necessary call and email members that have not renewed when the deadline is approaching. Doing this in the recent past significantly increased the number of members that renewed by December 15th.

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

The CCA is incorporated in the state of New York (NY). Our Bylaws have been approved by the State of NY and the AKC. If we do not follow our bylaws as an organization, we would not be compliant with NY state – Not-For-Profit laws and AKC. If we are not compliant that could Jeopardize the status of the CCA as an organization incorporated in NY state and as a parent club approved by AKC.

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

Basically, it is stated in the CCA Bylaws to follow Robert's Rules of Order to structure CCA board meetings and procedures.

It is stated in the CCA Bylaws as incorporated as a Not-For-Profit in the state of NY "The current edition of Robert's Rules of Order Newly Revised may be used as a procedural reference during meetings of the Club in all cases to which they are applicable and in which they are not inconsistent with the New York Not-for-Profit Corporation Law (NPCL). The Board shall refer to the following in order of preference: (1) Certificate of Incorporation, (2) Bylaws, (3) Operations Manual, and (4) **Robert's Rules of Order, Newly Revised.**"

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.

Fiduciary responsibility requires a District Director (DD) as a board member to stay objective, unselfish, responsible, honest, trustworthy, and efficient. Board members, as stewards of membership trust, must act for the good of the CCA and its members, rather than benefit of themselves. The DD needs to exercise reasonable care in all decision making, without placing the organization to unnecessary risk. Obviously, this includes financial aspects of the CCA, national show bids, trials, elections, website and membership etc. Each board member has a responsibility to ensure, to the best of their ability, that funds are handled and accounted for in a transparent and compliant manner.

I have significant experience reviewing financials reports, spread sheets and financial budgets.

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.

There have been situations that groups have their own personal agendas that do not align with the best interest of the CCA as a whole and our Bylaws. The director is responsible to vote for what is best for the members and the CCA. I have on occasion voted in opposition to the majority of the BOD.

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

I want to continue as your District director to provide a voice for CCA members in District #11. About 8 years ago I decided to run as DD for Colorado, after over 40 years in Collies I wanted to give back to our Collies, the CCA and the many CCA members I had met and become friends with over the years in a bigger way than participating in local specialty Clubs. Now that we have much larger districts (District 11 six states (AZ, CO, KS, MO, N. Mex, OK)) with about 120 CCA members, I'm now retired and have the time and the knowledge of CCA operations to serve District 11 members. In 2020 there was a realignment and significant reduction in the number of districts. When the first proposed district alignment was presented to the board I noticed and heard from several members (including members not in Colorado) that were strongly opposed to the geography of the proposed district alignment. Colorado was in the same district as Minnesota and Wisconsin, AZ was with Iowa and Oklahoma. I collaborated with the DD from AZ at that time (Joan Armitage), to propose a different district alignment and **yes, we took (a lot) some flack**. Our exact proposal had some minor adjustments but overall, I believe it's better than the original proposal. I live outside of Denver basically in the middle of District 11, which gives me the opportunity to travel to shows in our district and meet in person with many of the members in District #11. I believe members feel more comfortable reaching out to a Director they personally know to discuss CCA business. As your DD, I will also reach out to CCA Committee Chairs when needed for information.

I would like to see education events provided by the CCA regionally for the betterment of our breed, our Collies and for members to learn. Improve Board communication and transparency with members, more timely communication with BOD meeting agendas, and explanations "the why" of some initiatives and votes.

Listening and hearing from my members is important and I have no issues pushing back on topics and proposals within the CCA that my members and I don't agree with. I'm running as your director to provide a voice to the CCA for members in District 11.

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.

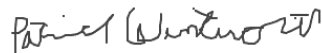
Part 2 of 2: To the best of your knowledge, are you an officer, director, trustee, member, owner, or employee of any entity with which the Club has a relationship?

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

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