

**Name** Nancy Anstruther

**Address** 35242 Range Road 280  
Red Deer County, AB, T4G 0M6

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**How many years have you been a member?** 41

**Select your district** District 15: International-Australia, Brazil, China, Canada, Europe, Italy, Japan

**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've been proud to represent our Canadian members for about ten years now as District Director, and was excited when it was expanded to the rest of our members world wide. Within the CCA I currently serve on the Public Relations committee and spear headed our popular Bedtime Stories that we started during covid in an attempt to keep our members connected, and to learn from some of our best and brightest. This year we expanded into a Social Media committee, adding TikTok to draw in a younger audience. Currently we have the CCA Outreach FB page, Instagram and TikTok, and are working on YouTube to bring all the educational videos together on one site.

Last year I was asked to chair the Good Sportsmanship committee and am enjoying this challenge. I've also worked with the Breeder's Education committee, looked after Booths for the 2023 CCA National, and helped with fundraising for Top 20 with raffles and the Facebook Futurity.

As a long time small business owner - dog show photography, professional darkroom owner and now a liquor store - I am aware of the importance of time management, keeping budgets and public relations.

**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 has a responsibility to protect and serve the Collie and those who love our breed. We must uphold our standard and put the interests of this club front and center. We are here to represent our members and to communicate their thoughts and wishes, through open lines of communication, to the other directors and officers.

Once a board decision is made all directors must speak with one mind, regardless of discussions that have happened and how people felt. The welfare of the club is of the utmost importance and while decisions may not always be popular, they are made in the best interest of the club and our breed.

Directors have a responsibility to protect the assets of the club, and to have a good understanding of the club finances.

**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?**

The internet is a wonderful tool to keep our members connected. As District 15 members are world wide, it's easy to maintain an email list and to send regular updates. I would also try to remind my members to read their Constant Contact messages and check CCA Outreach FB page for additional information.

**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 Confidentiality Agreement clearly states that anything in Executive Session is confidential and not to be discussed, and I believe this helps our club run smoother. As a DD I would share all pertinent information with my members while abiding by the Confidentiality Agreement.

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

It is the responsibility of the Director to look over new applications, ensure the sponsors are up to date members, and make sure the new members have a good understanding of the Code of Conduct. During renewals it is imperative that the members know when the deadline is, to contact members who haven't renewed and help members to renew if needed.

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

It's important to realize that the CCA operates under NY State requirements and that we have limitations on our governance. The By-Laws are drafted to reflect this and help keep our club running smoothly.

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

Robert's Rules of Order help us to maintain orderly meetings. We have goals as a board and the rules help us to achieve our goals in the monthly meetings.

**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.**

Directors help to steer the financial ship, our Treasurer is the captain. Directors need to be able to read and understand the financial statements and have a good picture of the clubs finances. National bids also require a good amount of scrutiny to help keep the club afloat.

**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.**

This is a very important statement as it goes to what is best for the CLUB, regardless of personal feelings or what friends think. Directors must always strive to see the big picture which isn't always easy to do in a club such as this, where people are more than members, they are your friends. Regardless, the CCA comes first.

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

I have enjoyed immensely my time as DD. Getting to know our members worldwide has been wonderful, and makes me feel that I've played a small part in bringing collie lovers together.

Working for the CCA, a club I've loved for over forty years, is something I've cherished and would continue to do whether as a DD or a member. As a DD however I feel that I am able to help to move the club forward and to hopefully leave it in a little better place that it was. I'm proud of what the board has accomplished and look forward to seeing what the next two years bring.

**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.

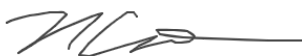
**Part 2 of 2: To the best of your knowledge, are you an officer, director, trustee, member, owner, or employee of any entity with which the Club has a relationship?**

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**

