

Name Eliza Dunkle
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How many years have you been a member? 20

Select your district District 12: Alaska, Idaho, Washington, Oregon, Utah, Wyoming

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 served on the show committee for the 2006 CCA National Specialty, serving as the Logo Gear chair, accepting and fulfilling orders, following up with questions and concerns, as well as organizing the merchandise to be sold at the show and completing orders made after the show. Additionally, I served as an unofficial assistant for the show chair, helping with anything that needed to be done and on call for anything during the actual show. I served as the District Director for Idaho for several years in the mid-2000's. I am a member of the Utah Collie Club. In my professional life, I organize meetings with business owners and meet with them on a professional level to analyze their operations and management with an eye towards loss mitigation and prevention for their commercial insurance needs.

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 District Director has the responsibility to represent the members of the district that voted them into office. It is their responsibility to present to their members the information and questions presented to the board and work to ensure that club members are informed and help to encourage their active participation in the club. Timely and regular communication with members is an important responsibility for a District Director to take on. The District Director has the responsibility to address member concerns and share them with the board. It is the responsibility of the District Director to attend meetings and vote each month, balancing the desires of their members with the best interest of the club, bearing in mind that while they may have information not available to members, they are not in any way of more importance to the club than their members.

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?

My first step would be to send out an email to all members who have email addresses on file. I know there are members in the district who I do not know, so my first email would be to introduce myself to the entire district and invite all of the members to please introduce themselves to me. My goal is to get to know all of the members within the district to better understand their involvement in the breed and club, their goals, and what they want to gain from their membership in the club. Emails to the entire district at least once a month, to ensure that all members are informed about issues in front of the club, receive a copy of the communique, and results of votes. Any member with no email address on file, I would reach out to by phone to find out how they would prefer to receive updates.

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

Confidentiality requirements are clearly laid out in the Board of Directors Confidentiality Statement. A member of the board is given the responsibility of honoring that confidentiality at all times. By signing that agreement, I give my word that I will maintain the standards of confidentiality.

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

I really appreciate that my District Director sent out dues renewals and followed up with those who were slow in renewing their dues the week prior to the deadline. I believe that it is an important responsibility for a District Director to follow up on and be willing to help their members as needed. When receiving an application for a new member, if it is someone that the District Director does not know, I believe that the DD has the responsibility to do some research. Reach out to the members who signed as their sponsor and find out how they know the potential new member. Reach out to the new member and introduce yourself and find out what their goals are and what they want to gain from their CCA membership.

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

As a part of the board, one of the responsibilities is to help run the club, help to make decisions regarding the club, the operations, and its future. You are not able to make educated decisions and understand the workings of the club without a working knowledge and understanding of the CCA bylaws, which are the governing documents of the club.

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

Robert's Rules of Order are universally accepted rules for running a meeting using democratic practices. Without a grasp and understanding of Robert's Rules, it's difficult to understand the process, agenda and guidelines of running an orderly meeting and vote.

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 treasurer's report may well be the most important part of any communique. Without stable finances, the club is unable to properly function. It is important to weigh the costs of proposal and understand the importance of a cost/benefit analysis for items posed to the board. The board is given the responsibility to ensure that not only are they making the most financially responsible decision, but when presented with something like a national show bid, to understand the finances in the bid to make the best decision as to the feasibility of expenses and income information provided.

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.

When making a decision and casting a vote for a proposal brought to the board, the best interest of the club, the furthering of the mission statement and the goals of the club must be balanced with the wishes of the membership. A civil, diplomatic discussion could be made between persons of differing opinions to hopefully create a better resolution that will benefit the club for the better, but that means both sides need to listen and re-evaluate."

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

I have been in love with the collie since I was 6 years old. I first stepped into the show ring at about 6 and spent my first day sitting in a whelping box at about the same age. I have never not had collies in my life. I joined the CCA as soon as I graduated from high school and could have my own membership. The club has made a huge impact on my life. The desire to promote the breed pumps through my bloodstream. I am fiercely protective of this amazing breed and want to be a part of it's continued improvement and advances. The job of the club is to protect and promote the breed and I want to be a part of that process and serve others who have that same mindset.

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

A handwritten signature in black ink, appearing to read "Alford Smith", written over a light blue horizontal line.