

<b>Name</b>	Lotta Hedman
<b>Address</b>	25 Andrews Road Thompson Ridge, NY, 10985
<b>Email</b>	Mercurys888@gmail.com
<b>How many years have you been a member?</b>	16
<b>Select your district</b>	District 1: New York, New Jersey
<b>Requirement 1: Directors elected must live in the District Zone you will serve.</b>	I live in the District Zone I will serve
<b>Requirement 2: Directors elected must communicate with members of your District by sharing information, seeking input and answering inquiries as needed or requested.</b>	I will communicate with members of my District by sharing information, seeking input and answering inquiries as needed or requested.
<b>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.</b>	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.**

### Member of Collie Health Foundation and Mid Hudson Kennel Association, CC of A of course, member of the Steward Club of America as well and current secretary of MHKA as well. I worked at the County Court house in Sweden for a short time as a secretary, and I was also a manager of a jewelry store at one point. I believe that as a DD we need to listen our members as it is them we represent.

**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, as a Board member is basically responsible to distribute information to the members

in their district as well as care for the club and preserve it, and promote activities, as well as inform the district with unbiased information as well as bring the concerns back to the board from its members. Basically the go-in-between.

**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?**

Email, phone, text or even zoom is a good tool for this if the district is up for that. But usually Email or phone is the best way. Communication is key to an effective District Director

**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 District Director is put in a position where they have access to sensitive information. I understand we will have access to sensitive information that can't be shared. As a private person that doesn't like to share my own life I don't have a problem with this at all. And I completely understand this.

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

It's our duty to encourage new members and make sure they have all the information they might need. It's their responsibility to keep up the membership.

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

The bylaws and constitutions for any club are the governing documents. They are the rules the club must abide by, they are the laws of running the club

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

### It's the way CC of A has chosen to run it's meetings, so the basic understandings are needed. Robert's Rules provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of All business is controlled by the general will of the whole membership - the right of the deliberate majority to decide.

**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.**

A fiduciary duty is on someone else behalf not your own. In this case CC of A

**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.**

We should always be working for the best interest in the club, and to make it as great as possible. Hopefully we will have common goals to make it better.

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

I have always loved the Collie Club of America, and I feel I can make it better as a District Director making our voices heard

**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 "H. B. K. S.", written in a cursive style.