

**Name** katie rendina

**Address** 7197 brook lane  
chesterland, Ohio, 44026

**Email** kathrynrendina@gmail.com

**How many years have you been a member?** 22

**Select your district** District 4: Ohio, Michigan

**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 will always have the best interest of CCA in mind and will handle this assignment with loyalty and care. I promise to be a positive bridge of communication between the club and its members, ensuring my district's concerns are heard.

My 13 year career in dermatology has given me many skills that would be an asset if I were chosen to serve as your DD. I have excellent communication skills, am great at listening to concerns and relaying the message or resolving the issue. When our practice went virtual I was assigned a Tech Support position thanks to my proficiency in Word, Excel, and Zoom as well as email communication

Within the CCA I have held the following volunteer positions; District Director (2yrs) Current chair of the Junior scholarship committee, Yearbook Committee (2 yrs) Constant Contact Committee (2yrs) Tuft Quest (12 yrs) I have volunteered at our national specialty with the following Chair reserved seating (Fort Wayne) Co chair state baskets (Fort Wayne) organized pee wee handing seminar (Fort Wayne) currently chair of the upcoming pee wee handling in Peoria.

I am currently the Secretary of the Cleveland Collie Club. I have been integral in putting on our specialty show the past 5 years. I have learned a lot about what it takes to host a successful show.

I'm currently on the "Ways & Means" committee for my daughter's school, which includes assisting with a yearly fundraiser and banquet.

I am a member of North East Ohio Collie Rescue, The Collie Health Foundation, Heart of Ohio Saint Bernard Club. Grand River kennel club which is an all breed.

**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.**

My role as a district director is to be the voice for my district. To keep the clubs well being in mind as well as our beloved breed the collie. I will represent them by doing the following..

Communication is an essential part of this job. I will keep members informed on items discussed as well as asking for their opinions.

Represent the interests of my district with voting at the board meetings.

Helping new members with club application. Finding them a mentor if needed. Endorsing those members when they are ready

Helping to promote things within our district as well as within the CCA.

Being in this position requires having a understanding of the bylaws put in place as well as the directors code of conduct. Following New York State Law. This requires being able to remove my own personal opinions and strive for whats right for the club as a whole. Being transparent with my members and taking in their opinions. Also removing myself with any conflict of interest that may arise.

I pride myself on always being respectful to fellow club members and board members. I believe this also is an important role as a 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?**

I would keep my members informed through multiple ways of communication. Using email, phone conversations as well as postal service if a member needed. I am also available to answer any questions in person at a dog event. Having face to face conversations is always a great way to get questions or concerns worked out. As a past DD I have a separate email that members can reach me at anytime. I find this the best way to use this tool as it is strictly for CCA business.

**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 a director it is important to follow the confidentiality agreement. I will always be transparent. When allowed to cross post I will always inform my members in a timely manner. Items within the executive session and message board is to kept confidential. Members can feel confident sharing information with me and have the understanding that I will keep that confidential.

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

The directors roles and responsibilities for new members is to make sure the application is filled out correctly. That the member has sponsors who are CCA standing members. I am responsible to reach out to my members when it is time for dues renewal. And of course answer any questions they may have regarding the CCA.

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

It is important to have knowledge of the bylaws and follow the limitations new york state law has in place. Having bylaws and understanding them helps keep our organization focused on its intended purpose by specifically defining that purpose. This will help eliminate confusion and encourage consistency in ways the CCA can go about things to reach its goals.

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

Roberts Rules allows the CCA to come to conclusions without confusion. It helps the meetings run more smoothly and efficiently. By using this we can achieve or goals. By CCA using roberts rules as a guide it helps us make decisions as a group. I have a clear understanding of the purpose which enables assemblies of any size, with regard to every members opinion.

**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 director is responsible to protect assets and finances of the club. This includes show bids and financial reports. Asking questions if there is any negative impact it can have on the club. And passing this info on to members and expressing there questions or concerns to the board.

**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.**

The board of directors has primary duties put in place. Listening to membership with multiple point of views. Educating members on how and why the club may work in a certain direction. Accepting treasure reports on a monthly basis. Looking at these issues as a whole and not a own agenda. Directors must realize the importance of their position and act accordingly.

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

I love the collie. It has shaped me into the women I am today. I have extremely enjoyed working and volunteering within the CCA. I have learned so much that I continue to use in everyday life. I enjoy being a branch for my district to encourage new members and spark interest in long time members. Getting information out to my district is one way to do that. Having educational conversation about our breed club can get more members to be involved and excited. I want to build this club to the best of its ability for the future of my girls. Who I hope will have as much passion and excitement and life long friendships.

**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 "J. R. Fennell", written in a cursive style.