

WCA Futurity Administrator

Purpose: Administer the WCA Dual Futurity Program and the WCA Maturity Program.

Qualifications: A knowledgeable, efficient and systematic person with an eye for detail. A thorough knowledge of the programs and their time schedules. Able to work with chairpersons and the membership in a courteous and helpful manner. Able to deal fairly with all in an impartial manner. Able to help the novice as well as the old timer.

The Futurity Administrator is an independent contractor hired by the Board of Directors. He or she serves at the direction and pleasure of the Board. The contract price is determined by the Board.

Responsibilities:

1. At all times, when talking to or corresponding with Weimaraner owners, make every effort to be pleasant, professional and helpful, and to encourage ethical conduct and the betterment of the breed.
2. Provide the necessary forms and rules of the Futurity/Maturity to the breeders.
3. Handle the administrative work necessary to collecting forfeits and maintaining the database records for the Futurity and the Maturity.
4. Assure that eligibility requirements are met at the time forfeits are paid.
5. Assure that deadlines pertaining to the acceptance of forfeits are adhered to.
6. Compile electronic eligibility lists when requested by members. Paper eligibility lists may be supplied to members for a nominal fee.
7. Provide up-to-date eligibility lists to the secretary and chair of each event. The lists are to be updated with address and membership status changes to reflect the best information available.
8. Provide a list of owners of sires and dams to the chair of each event indicating non-members.
9. Prepare bank deposits being especially careful to categorize correctly since these deposits form the basis of payout amounts. Send deposit reports to the Treasurer.
10. Calculate the division of moneys as per the rules.
10. Notify the Treasurer of amounts to be paid and the names of the persons to make the checks out to. Mail the checks, congratulation letters and payout information to the winners.
11. Order, store and ship all Futurity and Maturity awards: Trophies, hat-pins, medallions and rosettes. Organize shipment of dog statue trophies to each event. Coordinate orders for additional dog statues (for co-breeders and co-owners of sires) and ship if required.
12. Prepare monthly expense reports for the Treasurer, including original receipts.