

Rescue Chairperson – Job Position

The Rescue Chairperson's job position requires the incumbent understand all Rescue Policies and Procedures that are clearly defined in the SENC Rescue manual and the Newfoundland Club of America (NCA) protocol.

- ❖ Will work directly with all personnel on the Rescue Committee to see that policies and procedures are followed and implemented at all times.
- ❖ Will have 'hands-on' experience in each division of rescue, which includes:
 - First Contact job duties
 - Foster Contact job duties
 - Fostering a rescued Newf
 - Adoption Contact job duties
 - Administration of Rescue
 - ❖ May have to make quick decisions that lead to desirable or undesirable consequences but, most importantly, will stand by that decision.
 - ❖ Will support and encourage all personnel on the Rescue Committee.
 - ❖ Will mediate conflicts between all parties involved in Rescue.
 - ❖ Will always maintain friendly communication between all parties involved in Rescue.
 - ❖ Will record all accounts payable receipts and make sure that said receipts are paid within 30 days. *For example: Making sure that the Treasurer receives copies of all expenses incurred on each dog and doing a follow-up with the Treasurer to make sure that payment has been made in a timely manner.
 - ❖ Will create and implement (with Treasurer) an income and expense report along with an annual forecasted income and expense budget that will be presented to the SENC Board once a year.
 - ❖ Will provide a detailed report on every Newf that comes through the SENC Rescue system. This report may be asked for spontaneously by any SENC Board member and will be provided to the Board twice a year. This report will contain the following:
 - Name of Dog
 - Age of Dog
 - Date Dog Entered SENC Rescue System
 - Date Dog Was Adopted Out
 - All Vetting Done
 - Total Profit/Loss Information
 - Adoptive Family Information
 - Microchip Information
 - Any Additional Comments

This information has been compiled by the Southeastern Newfoundland Club, as part of their comprehensive rescue program. We are grateful for their generosity in sharing all of their hard work.- NCA 2006