

DUTIES OF THE SECRETARY

OF THE

PINZGAUER AND PINZ²YL CATTLE BREEDERS SOCIETY OF SOUTH AFRICA

Document: PGPZ-09

Issue: 1

Date: 22 October 2014



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This document has been approved on 22 October 2014, at a Council Meeting of the Pinzgauer and PinZ²yl Cattle Breeders Society of South Africa.

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1. DEFINITIONS

Definitions used in this document shall be in accordance with Clause 3.1.

In the document, unless the contrary intention appears clearly from the context, words referring to persons in the masculine gender shall include females, and words in the singular shall include the plural, and words in the plural shall include the singular.

2. ABBREVIATIONS

Abbreviations used in this document shall be in accordance with Clause 3.1.

3. APPLICABLE DOCUMENTS

3.1. Constitution of the Pinzgauer and PinZ²yl Cattle Breeders Society; doc: PGPZ-01

3.2. Pinzgauer and PinZ²yl Herd Book and Breed Standards; document: PGPZ-02

3.3. Pinzgauer and PinZ²yl Inspection of Breeding Animals; document: PGPZ-03

3.4. Pinzgauer and PinZ²yl Guidelines and Rules for Auctions and Private Sales; doc: PGPZ-04

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3.12. Inspection Check List; document: PGPZ-13

4. PURPOSE

This document defines all the tasks and responsibilities allocated to the post of the Secretary of the Pinzgauer and PinZ²yl Cattle Breeders Society of South Africa. These tasks are defined on a conceptual/functional basis and not on a detailed task level.

5. DUTIES

The Secretary shall at all times act to the best interest of the Society, support the fulfilment of the Vision, Mission and Client Value Proposition of the Society and shall always endeavour to maintain sound relations with the Members.

5.1. Administrative

- a) Diarise and maintain a year planner of all meetings, shows, exhibitions and events of the Society.

- b) Coordinate all incoming and outgoing correspondence through the Office of the Society and ensure that all incoming correspondence is distributed to the responsible person and also ensure the successful distribution of outgoing correspondence.
- c) Conduct all typing necessary for the effective functioning of the Office of the Society.
- d) Handle all photocopying for the Society and ensure the maintenance of this function.
- e) Maintain an effective filing system for the Society.
- f) File all documentation as required by the Society.
- g) Ensure that frequent back-ups are made of all electronic data of the Society.
- h) Handle the distribution of all Society generated newsletters.

5.2. Communication

- a) Handle all communication on behalf of the Office of the Society and ensure that all messages are relayed to the responsible person and that feedback is given to the originator of the message.

5.3. Financial

- a) Maintain a complete record of all financial transactions executed by the Office of the Society.
- b) Receive, process and document all fees received on behalf of the Society.
- c) Monitor all subscriptions and fees due to the Society and give formal notice to any Member who is more than 60 days outstanding on payment of the same.
- d) All payments from the funds of the Society shall be effected by the Secretary by means of Electronic Funds Transfer (EFT), with prior written authorization from the President.
- e) The Secretary shall ensure the safekeeping of account information, access information, passwords etc. in order to safeguard the finances of the Society.
- f) The Secretary shall maintain and operate a petty cash under instruction of the Council and in accordance to the rules as defined in the Constitution, Clause 3.1.
- g) Obtain quotations and purchase consumable office supplies, promotion materials and any other items under instruction from the Council.

5.4. Membership

- a) The Secretary shall keep a register of all Members reflecting the date of their admission to membership, their postal addresses, their e-mail addresses, contact numbers, the amounts received from them with the date of payment, and arrears, if any, which may be due. An updated, personal file will be kept by the Secretary for each Member.
- b) The Secretary shall maintain the member register and keep it updated with all changes, submitted by Members.
- c) The Secretary shall submit to the Association such information as it may require concerning admissions to membership, terminations of membership (for whatever reason), postal- and e-mail addresses of Members.
- d) Receive and process all ordinary, commercial, support and junior membership applications from new Members.

- e) Receive and process company, trust, close corporation or partnership membership applications and ensure to receive and process the nomination of the appointed representative.
- f) Receive and process all resignations from the Society in accordance with the procedure as defined in the Constitution, Clause 3.1.
- g) Give formal notice to any Member, of his waiver of privileges, after the expiry of 30 days after the formal 60 days outstanding payment notice.
- h) Proceed with the expulsion procedure after the expiry of a further 60 days after waiver of privileges, as defined in the Constitution, Clause 3.1.
- i) The Secretary shall receive, process and file any power of attorney as submitted by any Member, authorizing another person to sign on his behalf any birth notification, application for registration, application for transfer, certificate of transfer, certificate of service, returns or reports or any other document in connection with the administration of a Stud, as defined in the Constitution, Clause 3.1.

5.5. Shows and Exhibitions

5.5.1. Shows

- a) Arrange Society involved shows in cooperation with the Central Show Society.
- b) Set up the show classes.
- c) Arrange judge/judges, ring stewards, announcer and admin staff for the breed judging.
- d) Arrange the printing of show catalogue and certificates, procure rosettes, ribbons and sashes.
- e) Ensure all trophies, rosettes, sashes and certificates are available at the show on judging day.
- f) Correspond with sponsors.
- g) Invite breeders to the show.
- h) Distribute programmes, catalogue and entrance tickets.
- i) Arrange trophies and medals.
- j) Receive completed entry forms and check for correctness and entry fees payment.
- k) Provide the entry form, fees paid as well as a breakdown of the fees, to the Section Debtors of the Secretariat for issuing of a receipt.
- l) Attach the receipt to the entry form, computerise the information and file all documentation.
- m) On expiry of the closing date, transfer documentation to the printers for printing of the catalogue and program.
- n) Arrange sound systems for announcements.

5.5.2. Auctions

- a) Make all arrangements with regards to the Auction Catalogue.
- b) Arrange for the printing and distribution of catalogue to all Members
- c) Arrange the auctioneer, venue and relevant equipment.
- d) Ensure that the 1% sales levy is collected.
- e) Do transfer of ownership after 1% levy has been received.

- f) Coordinate inspectors for pre-auction inspection if requested by the breeder at the breeder's expense.
- g) Supporting the Auctioneer to arrange the auction.
- h) Advertise and market the auction.
- i) Ensure Inspectors are at the auction venue to screen cattle.
- j) Ensure that catering is in place.

5.5.3. Private sales

- a) Ensure that there are Inspectors available if requested by the seller or the buyer at their expense.
- b) Do the transfer of ownership after the 1% levy has been received.
- c) Process applications of Society and SA Studbook membership by the buyers.
- d) To support private sales through e-mail and website.

5.5.4. Farmers Days and exhibitions

- a) To support the organizers of Farmers Days and exhibitions with their relevant requests approved by Council.

5.6. Inspectors' Inspections

- a) The Secretary shall coordinate inspections of the Society appointed Inspectors in order for the Inspectors to consolidate inspection visits and travelling. It is expected from the Secretary to liaise with the breeders to consolidate inspection requests on a regional basis before submitting to the responsible Council Member who will arrange accordingly with the Inspector.
- b) Collect and process inspection forms.
- c) Invoicing of inspections according to Fees Schedule, Clause 3.7.
- d) The Secretary shall receive and process appeals against inspector decisions lodged by Members, as defined in the Constitution, Clause 3.1.

5.7. Meetings

- a) Arrange meetings as defined in the Constitution, on request of the Council
- b) Arrange the date, time and venue of said meetings.
- c) Compile and distribute notifications and agendas for the meetings.
- d) Attach to the agenda of the Council- and General meetings, all the correspondence to be discussed.
- e) Compilation and distribution of minutes of meeting of all Society meetings.
- f) Arrange for refreshments during and after the meetings.

5.8. Registration of Animals

5.8.1. Registrations

- a) Receive registrations application and do quality control checks.
- b) Withdraw registration certificated of parents and attach to the new registration application.
- c) Inform breeder of any incorrect or faulty information.
- d) Provide to the Section Debtors of the Secretariat a breakdown of the fees, payable by the breeder to the Society, for invoicing.
- e) Make copies of the invoice as reference for Sub-Division Data editing.

- f) Separate duplicate registrations, file copies and forward originals to Sub-Division Data editing.
- g) Check certificates received back for errors, type attached letter, address and hand over to Section: Registration Services for dispatch.
- h) File copy of invoice in breeder's file.

5.8.2. Transfer of Ownership

- a) Receive certificate and check buyer and seller particulars.
- b) Ensure that 1% levy has been received.
- c) Provide to the Section Debtors of the Secretariat a breakdown of the fees, payable by the breeder to the Society, for invoicing.
- d) Make copies of the invoice as reference and file for possible future queries.
- e) Send certificates to Sub-Division Data editing for processing of the transfer.
- f) Check certificates received back for errors, type attached letter, address and hand over to Section: Registration Services for dispatch.

5.8.3. Changes, corrections and duplicate certificates

- a) Type the appropriate declaration and send to breeder for signature.
- b) Check certificate for correctness when received back from the breeder.
- c) Provide to the Section Debtors of the Secretariat a breakdown of the fees, payable by the breeder to the Society, for invoicing.
- d) Make copies of the invoice as reference and send original invoice and declaration to Sub-Division Data editing for issuing of the new certificate.
- e) Check certificates received back for errors, type attached letter, address and hand over to Section: Registration Services for dispatch.

5.8.4. Other

- a) The Secretary shall receive and process all applications for the registration of prefix and herd designation marks, as defined in the Constitution, Clause 3.1.
- b) The Secretary shall process all applications to the Association for the cancellation of the registration of animals, as directed by Council.
- c) The Secretary shall receive and process all requests for certificates of extended pedigree, as defined in the Constitution, Clause 3.1.