

THE NORTHERN NEWFOUNDLAND WELFARE CO-ORDINATOR

Responsibilities of Office. Updated February 2018.

Term of Office: Reviewed annually.

Appointed by: Main Committee. The appointee must be a member of the NNC.

In the event of the appointee not being a Committee member he/she is expected to attend four Committee meetings a year, solely to update the Committee on implementation and day to day management of dogs on the Welfare scheme.

Summary of Role.

- Responsibility for implementation of the NNC's Welfare policy.
- Day to day management of the NNC welfare scheme.
- Liaison with the NC and SNC Welfare and Main Committee (currently NC. Rachel Slaughter/ SNC .Pat Franklin).

Accountability:

- To the membership in person at the AGM.
- By written report to the membership for inclusion in the AGM papers.
- To the committee by written report to each meeting (4 times a year). These reports to include details of all dogs that have passed through welfare.
- To the committee a monthly report by email .
- To ensure that detailed computer records of all dogs, owners , fosterers and transporters are kept up to date so that all relevant information is centralised and accessible .
- To the Officers of the Committee on a regular basis, keeping the Secretary fully informed.

Duties:

- Setting up and co-ordinating a network of carers to assist in the day to day management of the NNC welfare scheme.
- Dealing with welfare enquiries by telephone, email or in person. A dedicated mobile phone and e-mail address will be provided which the welfare co-ordinator should use for all club matters.
- Provide practical help and sympathetic advice to any Newfoundland owner wishing to rehome a dog in difficult or distressing circumstances. The ability to be diplomatic in testing circumstances is essential. The dog's interests must always come first.
- Ensure ALL dogs are correctly signed over to the NNC prior to collection. ALL parties involved in caring for a dog prior to its rehoming by the Club MUST sign a relinquishment of ownership form.
- Ensure that all new owners complete the necessary documentation before we relinquish the dog to its new home.
- Where necessary arrange collection and transport of dogs using a network of carers as far as is practical to reduce costs.
- Arrange suitable kennelling if required. (see Committee guidance).

- Place dogs in foster care of approved experienced Newfoundland owners for assessment, and follow up these assessments before the dog is placed in a new home.
- Arrange any necessary veterinary care in accordance with Committee guidelines.
- Arrange the vetting of ALL homes offered for Welfare dogs BEFORE any placement, and keep an up to date list of suitable vetted homes. Members vetting should be encouraged to take their own dogs with them to ensure potential owners have the opportunity to see a Newfoundland at close quarters in their own home.
- Ensure that all dogs are bathed and groomed by suitable helpers before they are placed in their new homes and ensure that owners understand the importance of coat care.
- Compile and keep up to date, an electronic data base of NNC members who are willing to help transport dogs, foster and assess dogs, do home checks, and meet prospective rehome owners.
- Keep detailed electronic CONFIDENTIAL computer records with back up, of every dog dealt with by Welfare, ensuring all relevant documentation is completed in every case. All records remain the property of the NNC and must be released in total should the co-ordinator relinquish the post for any reason.
- Where possible, maintain contact with new owners of re-homed dogs, to offer on-going advice and support. Build up a support network of other NNC, Newfoundland Club, Southern Newfoundland Club and Scottish Newfoundland Club members willing to help new owners of a welfare dog.
- Whilst the widespread use of carers and other Club members will be crucial, ultimately responsibility for Welfare dogs rests with the Co-ordinator.
- The Co-ordinator will be expected to liaise closely with his/her counterparts in other Breed Clubs, The Newfoundland Club, Southern Newfoundland Club and Scottish Newfoundland Club.
- Any failed rehomes must be notified as soon as possible to the Committee, and the dog placed in appropriate foster care / kennels for further assessment.
- The Welfare co-ordinator must be a member of the NNC.
- The Welfare co-ordinator must not act in any way that could bring the club into disrepute, either by verbal, written or social networking site communications. He/she must abide by the NNC Breed Code of Ethics in all matters and pay especial attention to the Committee's guidelines with respect to veterinary matters. e.g. neutering and euthanasia, kennelling and overall expenditure. See below.

FINANCIAL AUTHORITIES AND RESPONSIBILITIES.

- Expenses and financial matters concerned with Welfare will be dealt with in conjunction with The Club Treasurer, subject to Committee approval.
- Donations to Welfare must be properly receipted in all cases and passed immediately to the Treasurer. Cheques to be made payable to The Northern Newfoundland Club. NO dog will be homed without prior payment by cheque or Bank transfer which must have cleared. Full payment must be made prior to transfer of the dog to its new home.
- The Welfare Coordinator will also assist the Club in raising funds for Welfare by attendance and support at fund raising activities such as shows, fun days and working events.
- The Welfare Co-ordinator will be paid an annual honorarium of £500 (paid in arrears in July).

- Reasonable or approved veterinary and personal expenses will be reimbursed by the Committee. The Coordinator should not exceed £200.00 in expenditure without the prior consent of the Treasurer or any other Officer.
All invoices for veterinary treatment should be marked "For the attention of the NNC", and sent to the Treasurer for payment after agreement has been reached with the Committee.

VETERINARY GUIDANCE.

In an EMERGENCY where Welfare is paramount, the Coordinator should use his/her discretion to ensure appropriate treatment. The Officers of the Club are empowered by Committee to make emergency decisions when the welfare of a dog is at risk and are available to the Coordinator at all times.

Neutering is not generally approved by Committee and can only be carried out with the consent of the Officers, or in a case of medical emergency. e.g. Pyometra.

Euthanasia. The consent of the Officers is required except in cases where veterinary advice indicates that euthanasia is immediately required on humane grounds.

The Coordinator is encouraged to consult with the Committee and Officers regularly, and they will always seek to support his/her actions. The Coordinator is however ultimately responsible to the Committee and in the event of any dispute the Committee reserves the right to take whatever action is necessary..