

STANDING RULE #8

OFFICE OF THE RECORDER

REQUIREMENTS

1. Must be an experienced clerk-typist.
2. Must be experienced in fundamental office-keeping.
3. Must have the ability to supervise employees.
4. Must be self-motivated.
5. Must have general computer knowledge.
6. Must be accurate.
7. Must be able to devote sufficient time to the job to keep the office running smoothly.

DUTIES

The Recorder shall administer and supervise the Recorder's Office with accurate and careful attention to the following duties devised by the Executive Board of this Federation.

1. Create and maintain record volumes (N.B., one volume is created beginning each January 1);
2. Create and maintain litter registration forms;
3. Keep an accurate and permanent record of all transfers and CFF titles of registered cats;
4. Register cats/kittens in record volumes according to the Rules of Registration as agreed upon by the Executive Board and to issue certificates of such registration;
5. Check show catalogs for accuracy;
6. Confirm championships and issue confirmations and certificates as may be consistent with CFF rules;
7. Maintain an accurate count of points toward Grand Championships and Master Grand Championships; inform owners of the completion of such wins within thirty (30) days; issue confirmations, certificates and rosettes when such wins are completed;
8. Provide the necessary supplies for the judges at shows, i.e., judges books, Show Rules, evaluation sheets, etc.
9. Keep an accurate record of Experimental and Provisional breeds and new and AOV colors; confirm when and if requirements for acceptance by CFF are met;
10. Aid owners and exhibitors in all matters of registration and issue certified pedigrees to eligible individuals when so requested;
11. Register cattery names and apply such names correctly to CFF-registered cats and kittens;

12. Accept listing fees from CFF clubs; keep careful account of all fees charged by the Recorder's office; account for all such fees to the CFF Treasurer in accordance with the system set up by the Treasurer and issue full reports weekly to the Treasurer;

13. Prepare payroll checks, monthly deposits, tax returns, and send them to the Treasurer for verification and signature;
14. Maintain bank accounts at the office location;
15. Accept applications for individual membership; maintain the list of individual members; supply the Chairman of the Credentials Committee with a list of individual members in good standing at least two (2) weeks prior to any meeting of the Executive Board; supply the Election Marshal for individual members a list of members in good standing;
16. Perform such other duties as may be ordered by the Executive Board of the Federation.