



Carolina Alpaca Celebration (CAC) Show Committee Charter

The CAC Show Committee, a standing committee empowered by and reporting to the Board of Directors (BOD), is established pursuant to Article VII of the Bylaws, consisting of members appointed by the President of CABO and approved by the Board. The purpose of the Committee is to provide strategic planning, support and policy recommendations to the BOD to ensure focus and direction of programs and services are provided during the annual CAC Show.

The Committee shall meet as necessary and appropriate at the call of the Chairman of the Committee and/or the BOD, and shall maintain minutes of all meetings in accordance with CABO's Procedure and Policy for Minutes. The minutes will be distributed to the Board no later than 1 week prior to the regularly scheduled monthly BOD meeting. The BOD will review the minutes and provide approval to move forward with requests submitted by the committee. The Chairman may be asked to present directly to the Board during monthly BOD meetings.

The Committee shall assign as a minimum, the following positions; Event Manager, Publicity Manager, Sponsorship Manager, Host Manager, Technology Manager, Infrastructure Manager, Barn Manager, Arena Manager, Check In Manager, Vendor Manager, Silent Auction Manager, Fleece/Fiber Arts Manager, Sales Manager, Education Manager, Facilities Coordinator, Activities Coordinator, and Communications Coordinator. All individuals with the exception of the Event Manager are suggested to hold no more than two managerial positions. Job descriptions and duties will be defined by the CAC Organizational Chart. The Event Manager shall serve as Chairman of the Committee. The Committee may also include other members whose experience and qualifications may assist the Committee and the Board in the performance of their oversight responsibilities. A majority of the Committee members, present and voting, shall constitute a quorum.

Committee Responsibilities:

Acting with the Event Manager, the CAC Show Committee is charged to:

- Create show budget for presentation to and approval by the BOD
- Promote CABO and the CAC event in its entirety
- Solicit sponsorships for CAC
- Negotiate and arrange for food and gifts for Judges, CABO Staff and volunteers
- Negotiate hotel rates and book rooms for Judges and Show Superintendent
- Organize and manage technology
- Organize and manage communications
- Manage set up and take down of infrastructure
- Organize the structure of and maintain operational control of the barn and arena areas
- Ensure arriving animals meet veterinary and Show requirements
- Arrange for and manage vendor needs throughout the Show
- Manage Silent Auction operation and procedures

- Manage fleece/fiber arts area and support Fleece Show
- Coordinate CABO revenue-generation
- Arrange for and organize educational events for members, participants and the public

Specific duties of the Event Manager:

- Cannot hold any other manager position
- Act as Chairman of Committee
- Arrange for judges, Supers, clerks and organize contracts
- Arrange for and contract with photography judge
- Arrange contract(s) with vet(s)
- Provides Contracts to CABO President for signature
- Coordinate volunteers
- Arrange for Ring Stewards
- Arrange for Announcer
- Arrange use of Concessions
- Track and report on show registration statistics and coordinates registration needs
- Assist Sponsorship chair to solicit sponsors
- Provide oversight and integration of all other managers
- Manage and coordinate evening dinners and events
- Manage Herdsire Auction
- Produce Show Catalog
- Procure and manage Show Ribbons
- Approve materials for welcome bags
- Manage Pipe and Drapery expenses
- Ensure availability of supplies
- Report progress to and receive approval from the BOD
- Provide Show security
- Procure golf carts
- Act as POC for Show registration website manager

Approved by the Board of Directors – August 9, 2016