



## AMERICAN SIGHTHOUND FIELD ASSOCIATION

### Club Liaison Responsibilities

*Individual clubs may have their own concept of the duties demanded of their ASFA Liaison. While it is not the intent of the ASFA to interfere with the internal affairs of ASFA recognized clubs, the ASFA does expect Club Liaisons to accept and distribute important ASFA correspondence. It is through the Club Liaisons that notices are sent to clubs and votes are taken. In the past, there has seemed to be some confusion concerning the role of the Club Liaisons, the ASFA is attempting to clarify the Club Liaison's duties as they involve ASFA.*

The ASFA Club Liaison:

- Must receive all ASFA notices and make all ASFA-distributed information available to his/her club. The majority of ASFA communications, including the Communique, results of ASFA Board votes and annual renewal notices, are sent via email, so a valid email address is required.

*Club Liaisons are reminded that this material is the property of their club. It is not the personal property of the individual Club Liaison. As such, it must be passed along whenever someone new takes over the job.*

*The following are strongly suggested:*

*Electronic communications, including the ASFA Communique, should be forwarded to all club members upon receipt and regular reports and copies of all ASFA correspondence should be made available at club meetings.*

- Club Liaisons carry the responsibility of helping with their club's annual renewal process.

*Club Liaisons are notified of the membership renewal via email. It is the responsibility of the club liaison to ensure that this information is passed on to the club in a reasonable amount of time to ensure the membership status of the club with the ASFA. It is further the club liaison's responsibility to follow this process through with the club officers and follow-up with Membership Chair on timeliness of renewal.*

- Club Liaisons must vote in ASFA elections.

*Elections which require mail-in vote by the clubs should be promptly handled by the Club Liaison. Such votes must reflect the majority opinion of club members, not the Liaison.*

- Should submit an annual report to his/her club concerning ASFA/club activities.

*By **March** of each year, the Club Liaison is urged to submit a brief written report of ASFA/club activities during the previous year. Such a report may contain a brief outline of trials held, entries, income/expenses, problems and concerns of the club, suggestions for problems or rule changes which might be submitted to the ASFA for review, plus anything else of relevance to the club's ASFA activities or relationship to ASFA.*

*Club Liaisons should forward a copy of this report to their Regional Director, and if they wish, to other ASFA Board or committee members, as they deem appropriate.*

- Should attend the Annual Convention of Delegates.

*Clubs are free to add to these responsibilities. The Club Liaison is responsible to see that these tasks are completed and should adhere closely to the above guidelines.*

*A club may change its Liaison at any time by submitting written notification via MEM 11—Change of Club Liaison form to the ASFA Membership chair. The form is available at [www.asfa.org](http://www.asfa.org) or via:*

Return this form to:  
Ping Pirrung  
120 Labyrinth Lane  
New Bethlehem, PA 16242  
[membership@asfa.org](mailto:membership@asfa.org)