

FLORIDA WEST COAST BEAD SOCIETY BOARD MEMBER DUTIES AND RESPONSIBILITIES

Adopted January 2, 2018

President

- Presides over all general meetings and board meetings.
- Sets the agenda for each meeting.
- Prepares and sends monthly group e-mail meeting reminder 2 weeks prior to next meeting and follow-up reminder 1 to 2 days prior.
- Appoints special committees and assigns tasks as needed.
- Coordinates activities of the Society.
- Encourages all members to take part in the activities of the Society.
- Acts as spokesperson for the Bead Society.
- Secures locations for monthly meetings and Board meetings.
- Responsible for physical set-up and breakdown of Bead Society meetings and maintenance of the space according to Fire Station requirements.
- Participates in establishing an annual budget.
- Is responsible for safe keeping of Bead Society records.
- Assists in monitoring of and responding to the Bead Society Google e-mail account.
- Assists in maintaining membership records on Google Drive, as needed.
- Assists in updating Google e-mail contact list, as needed.
- Maintains the FWCBS website and keeps information current.

Vice-President

- Lends support to the President and chairs meetings in the absence of the President.
- Assists in organization activities as requested by the President.
- Participates in establishing an annual budget.
- Sends out e-mails to members and interested parties, as needed.
- Monitors the Bead Society Google e-mail account and responds to inquiries.
- Monitors the Florida West Coast Bead Society Facebook page.
- Assists in maintaining the FWCBS website and keeping information current.

Secretary

- Is the record keeper of the Bead Society.
- Takes minutes for each general meeting and presents them for approval.
- After approval by membership, uploads a copy of the meeting minutes into Google Drive.
- Records minutes for meetings of the Board.
- After approval by the Board, uploads a copy of Board minutes into Google Drive.
- Updates the Bylaws of the Florida West Coast Bead Society, as amendments are approved by the general membership.

Treasurer

- Participates with other officers in establishing an annual budget.
- Prepares and presents a monthly financial report of the Bead Society and uploads it into Google Drive.

- Prepares and presents an annual financial report at the end of our membership year and uploads it into Google Drive.
- Participates in establishing budgets for workshops.
- Processes income generated by the Bead Society.
- Pays all authorized expenses of the Bead Society.
- Maintains all financial records of the Bead Society.
- Reports any unusual financial changes immediately to the President and Vice-President.
- Coordinates with Membership Chair for any online payments received.

Membership Chair

- Collects membership forms with dues submitted at meetings and by mail.
- Presents collected dues (cash and checks) to the Treasurer for processing
- Checks our Gmail account for notifications of memberships submitted online via our website.
- Coordinates with Treasurer for online dues payments received.
- Maintains FWCBS membership records on Google Drive, including publishable member directory information and Facebook preferences.
- Maintains and updates our Gmail contact list on an ongoing basis.
- Issues membership cards to dues-paid members.
- Brings the Attendance List and Visitors' Form to each meeting and notifies the Secretary of the number of members and guests that attend each meeting.

Service Project-Coordinator

- Informs members of the current project(s), to whom the benefits are provided, and reports on these service projects at monthly meetings.
- Schedules work sessions—rotating among member bead shops (using other venues as desired)—and informs President and/or Vice-President of information to be included in monthly meeting reminders.
- Collects donated beads and findings; recruits volunteers as needed to assist in sorting, packaging and putting together kits for our various service projects.
- Maintains an inventory of supplies needed for various items/projects; ensures that needed supplies and instructions are available as needed.
- Packages and tags completed beadwork prior to donation.
- Sarasota Memorial Hospital:
 1. Acts as liaison with the Sarasota Memorial Hospital Gift Shop Manager regarding requests for desired beadwork items.
 2. Acts as liaison with the SMH Oncology Unit regarding beaded gifts for their patients.
 3. Collects information on community service volunteer hours by members and provides the hospital with the information monthly.
 4. Delivers items to the gift shop and Oncology unit.
 5. Acts as liaison with the SMH Oncology nurses for their annual Fall Bake-and-Bead sale. Collects beadwork for the sale; recruits volunteers as needed to package and tag donated items and to assist with the sale.

- The Pines of Sarasota:
 1. Acts as liaison with the Pines Gift Shop Manager regarding beadwork donations and sales.
 2. Collects, packages, tags and delivers beaded items from members to the thrift shop-
 3. Acts as liaison with The Pines Volunteer Coordinator/Activity Director for projects with residents and for the Resident Holiday Shopping Event
 4. Recruits volunteers as needed for beadwork projects with residents
- The YMCA Youth Shelter:
 1. Acts as liaison with our Shelter contact to coordinate scheduling of beading projects.
 2. Recruits and maintains a list of members interested in volunteering at the Shelter.
 3. Notifies members of scheduled project sessions and enlists volunteers as needed to assist.
- Loveland Village:
 1. Recruits and maintains a list of members interested in volunteering.
 2. Informs potential volunteers of Loveland's requirement for a security check prior to volunteering.
 3. Acts as liaison with Loveland's Volunteer Coordinator to schedule volunteers to assist with weekly beading classes.
 4. Sorts donated beads and findings to be delivered to Loveland Village for use by their residents and clients.

Fabulous Arts Boutique (FAB) Liaison

- Acts as liaison with the FAB Committee.
- Provides members with FAB entry forms.
- Provides FAB details to be posted on the FWCBS website, including entry forms and contact information.
- Updates Bead Society members regarding activities, plans and requirements for FAB.
- Promotes the event.

Program Coordinator

- Provides the Board with a proposed schedule of programs to be voted on and approved by the Board.
- Makes arrangements with the presenter for each scheduled program.
- Provides the presenter with a copy of the "Instructor and Speaker Information and Responsibilities" document, which includes information on the honorarium paid and printing allowance.
- Insures that a sample of the project is available for viewing at the meeting prior to the month it will be presented.
- Insures that the presenter provides one or more pictures (in .JPG format) and a materials list (in Word or PDF format) at the meeting prior to the program date for posting to the FWCBS website and inclusion in the emailed meeting reminder.
- Assists the presenter in recruiting "project helpers" if needed.
- Introduces the presenter at the meeting.

Workshop Coordinator

- Explores possible instructors 18-36 months prior to the proposed workshop date.
- Presents a list of possible national instructors to Board for approval.
- Contacts approved instructors, providing and requesting the following information:
 1. Desired date(s) of workshop
 2. Instructor terms and requirements
- Presents instructor information to the Board for discussion and approval.
- Prepares a budget for the workshop with the Treasurer for Board approval.
- Secures venue for proposed date of workshop prior to finalizing contract with instructor.
- Uses "Letter of Agreement" from FWCBS, modifying it as approved by the Board to meet an instructor's requirements.
- Prepares promotional materials and promotes the workshop initially with the membership of FWCBS, and then with non-members.
- For the instructor per "Letter of Agreement" specifications:
 1. Arranges for appropriate accommodations.
 2. Provides transportation as required by the instructor.
 3. Assists meal arrangements for the instructor, as needed.
- Plans and coordinates all aspects of the workshop, including securing workshop concierges, vendors, supplies, snacks and daily lunch service.
- Provides support to the instructor as required, including assisting with sales of instructor kits and materials.
- Provides a mechanism for evaluation of the workshop by participants.
- Keeps detailed records of class registrations and cancellations, including names, dates, payment information, and any registration expenses.
- Presents a post-workshop report at the next regular meeting afterwards, including financial details and workshop evaluation.

Immediate Past President

- Provides continuity and historical knowledge.
- Assists the board in tasks as requested.