

## **SJBS Board Positions**

### **Co-Presidents, 2-year rotating term**

- Coordinate event calendar with Program chairs and MAL's (Trunk Shows & Bead Rendezvous) - for monthly Bead Education/monthly meeting topics/projects
- Arrange agenda and run monthly meetings
- Arrange agenda and run monthly board meetings
- Assist with fundraising activities, Holiday Party, Chinese Auction, etc. as needed
- Coordinate and monitor fiscal year annual budget, income and expenses with treasurer
- Update Board Position functions as needed
- Orient new board member replacement to the role/responsibilities

### **General Duties for all Members at Large: 3-year rotating terms**

- Represent/liaise between the membership and the board
- Assist other Members at Large with Holiday Party - reserve room, order food, decorations, set up, party favors, baskets for earrings + pendants, beauties + beasties, half-and-half raffle, etc.
- Assist in other fundraising activities throughout the year (Annual Auction, raffle) with assistance from the board
- Orient new board member replacement to their role/responsibilities

### ***Specific duties of each Member at Large (in addition to the above):***

#### **Member at Large #1: Meeting locations**

- Schedule meeting rooms for general meetings (first Thursday of the month, Sept. thru June)
- Schedule room for special classes - as needed throughout the year - coordinate with Program Chairs
- Schedule conference space, overnight rooms, and food for Bead Retreat - coordinate with Program Chairs and Treasurer

#### **Member at Large #2: Vendor Members**

- Contact bead shops, designers, etc. to join/rejoin SJBS as a vendor member
- Report at board meetings: status of vendor members
- Discuss with vendors various ways that the SJBS can service them:
  - Schedule **Bead Rendezvous**: 2-3 per year (coordinate with board)
  - Schedule **Trunk Shows** for general meetings: 2-3 per year (coordinate with board)
- Prepare information about Bead Rendezvous for website, Facebook and newsletter, including project descriptions, pictures of projects/colorways, hours, location

### **Member at Large #3: Monthly Newsletter (August - June the week prior to monthly program)**

- Create an interesting monthly e-newsletter of brief, timely articles (including SJBS web page links), supplied photos, and vendor member business cards;
- Use the SJBS template for consistent layout that can be emailed via Wild Apricot (coordinate w/ webmaster)
- Coordinate with board members to obtain content

### **Program Chairs**

#### **National Instructors**

- Arrange for three (3) National Instructors workshop: April national instructor, October Bead Retreat\*, and November national instructor
- Coordinate event budget planning with Treasurer
- Coordinate venue scheduling needs with MAL 1
- Coordinate advance event promotion with Webmaster, newsletter and FB chairs
- Monitor registrations and report updates at board meetings
- Orient new board member replacement to the role/responsibilities

#### **\* Bead Retreat (Program Chairs cont'd)**

- Arrange for National/International Instructor annually in October to teach three (3) classes: Friday evening, Saturday, and Sunday.
- Coordinate arrangements with MAL 1 for weekend overnight and meals accommodations
- Coordinate event budget planning with Treasurer
- Coordinate event promotion with Webmaster and FB chairs
- Monitor registrations, arrange room assignments, coordinate kit purchases if applicable, and report updates at board meetings

### **Local Spotlights**

- Arrange for two (2) Local Spotlight/Regional Instructor workshops: September, February and/or May according to year's calendar
- Coordinate venue scheduling needs with MAL 1
- Coordinate advance event promotion with Webmaster, newsletter and FB chairs
- Coordinate event budget planning with Treasurer
- Orient new board member replacement to the role/responsibilities

### **Secretary/Webmaster**

- Take minutes at board meetings and forward to the board members within a week of meeting
- Maintain website: send notices to members regarding meetings and events
- Prepare/announce slate of board nominees for election at the April monthly program and in monthly newsletter;
- Oversee elections at the May monthly program
- Orient new board member replacement to their role/responsibilities

### **Media**

- Update Facebook and Instagram pages: post pictures of SJBS events, programs and members' projects, vendor members classes and events, International Bead Week, Museum of Beadwork, and such
- Orient new board member replacement to their role/responsibilities

### **Librarian**

- Maintain and monitor a representative array of lending library resources at general monthly meetings
- Order books based on recommendations from members, reviews magazines, etc.
- Coordinate budget planning with Treasurer
- Oversee book returns - charge \$5 late fees as needed after a 2 month rental

### **Treasurer**

- Prepare Fiscal Year budget for board review in August
- Disseminate financials update to all board members prior to each monthly board meeting
- Make deposits and monitor assets in all accounts (bank, PayPal, etc.)
- Make payments, monitor expenses and balance checkbook
- Orient new board member replacement to the role/responsibilities

### **Membership Chair**

- Take in applications and dues
- Give out membership cards/members can access on website
- Keep track of activity & report at board meeting: members year to date and any new members
- Update membership list and information in SJBS website
- Archive lapsed and non-member contacts when total contacts approach 230
- Provide sign in sheet each month
- Collect \$5 from guest attendees
- Orient new board member replacement to the role/responsibilities