

President

Transacting business on behalf of the chapter to include:

- Preside at all monthly club meetings
- Fill vacancies on any office or director position
- Appoint special committees as deemed necessary
- Serve as *ex-officio* member of all committees, without vote, unless necessary to break a tie
- Schedule and attend Board of Director (BOD) meetings
- Attend the pre-monthly meeting dinner when meeting in person
- Open and lock up the church before monthly meetings when meeting in person
- Bring container of snack supplies (cups, plates, table cloth) to monthly meetings or designate someone to fulfill this responsibility
- Ensure the website is current and correct
- Monitor the Google discussion group communications
- Make deposits and disburse monies should the treasurer be unable to perform those duties

Vice President

Assisting the President to include:

- Coordinate a list of monthly meeting speakers
- Attend the pre-monthly meeting dinner when meeting in person
- Conduct the monthly club meetings when needed
- Offer creative content as needed
- Attend Board of Director meetings

Secretary

Documenting meetings to include:

- Record the minutes of monthly meetings and BOD meetings
- Publish or send to be published, the monthly meetings on the website
- Email the BOD meeting minutes draft to all BOD members prior to publish
- Photograph activities whenever possible
- Attend the BOD meetings
- Collect and solicit from the membership appropriate items for door prizes

Treasurer

Managing club finances to include:

- Collect-membership dues for OCBA
- Receive money from sales of goods, gifts, special activities, or any other source
- Disburse funds as necessary to cover expenditures or purchases
- Maintain membership records (will require access to membership join and renew forms on the website and access to the PayPal account)
- Maintain a list of current paid members

- Maintain OCBA's bank account
- Present a complete yearend report of OCBA's finances
- Attend the BOD meetings

Membership Director

Duties:

- Coordinate with and provide backup to Treasurer on membership records (will require access to membership join and renew forms on the website and access to the PayPal account)
- Provide a current list of members to the Extraction Equipment Coordinator
- Examine membership issues and advise the BOD on solutions
- Create new member name tags
- Keep name tags in alphabetical order
- Stuff raffle tickets in name tags
- Store and then bring the nametags to each meeting
- Make an attendance roster and ask people to check their name when they sign in or some other way to document attendance
- Introduce new members and guests at the monthly meeting
- Send a welcome message to new members confirming their membership
- Periodically send messages about opportunities to participate in activities to recent new members
- Post to the OCBA Discussion Forum membership renewal reminders (November and January)
- Attend BOD meetings

Mentorship Director

Duties:

- Oversee and manage the "Cluster" program for new beekeepers
- Oversee and manage the Apprenticeship program
- Recruit the services and involvement of membership to meet the needs of the Mentorship program
- Assign mentors to apprentices
- Maintain the Apiary Map of Orange County
- Work within the community to locate interested youth for sponsorship
- Attend the BOD meetings

Community Outreach Director

Duties:

- Serve as the contact for all community outreach activities
- Solicit opportunities for and respond to unsolicited community requests for presentations on honey bees and beekeeping topics
- Recruit assistance from Association members to respond to the presentation needs of the community
- Maintain a list of available outreach supplies

- Verify that supplies are kept in good condition
- Review outreach supplies periodically and replace as needed
- Inform the Treasurer if supplies need replacing or restocking
- Identify a member to serve as an understudy/assistant for the outreach program
- Attend the BOD meetings

Education Director

Duties:

- Coordinate the Bee School
- Organize the Master Beekeeper Program Study Session
- Provide guidance to the Mentorship Director and Collaborative leaders with regard to education components of the 1st year Clusters and the 2nd Year Collaboratives.
- Provide guidance to the Outreach Director in matters pertaining to community outreach education and honeybee awareness training
- Coordinate new beekeeper field day and varroa testing field day
- Attend the BOD meetings