

**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
- Arrange for the meeting facility to be unlocked for in-person meetings
- Ensure the website is current and correct
- Monitor the Google discussion group communications (this is delegated to John Rintoul)
- Make deposits and disburse monies should the treasurer be unable to perform those duties
- Collect and solicit appropriate items for door prizes or delegate this task

**Vice President**

Assisting the President to include:

- Coordinate a list of monthly meeting speakers
- Attend the pre-monthly meeting dinner when meeting in person
- Bring container of snack supplies (cups, plates, table cloth) to monthly meetings or designate someone to fulfill this responsibility
- Conduct the monthly club meetings when needed
- Offer creative content as needed
- Attend BOD 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 finalization
- Photograph activities whenever possible or delegate this task
- Attend the BOD meetings

**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

- Coordinate with the Membership Director to 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 )
- 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
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- Send a welcome message to new members confirming their membership
- Post to the OCBA Discussion Forum membership renewal reminders (November and January)
- Assist in maintaining the list-serve, mainly by trouble-shooting to help people who are having trouble getting on the list, but also removing emails from the list if someone moves or makes such a request.
- Attend BOD meetings

**Mentorship Director**

## Duties:

- Oversee and manage the Apprenticeship program
- Work within the community to locate interested youth for apprenticeship
- Recruit the services and involvement of membership to meet the needs of the Mentorship program
- Assign mentors to apprentices
- Oversee and manage the "1<sup>st</sup> Year Cluster" program for new beekeepers
- Oversee and coordinate the "2<sup>nd</sup>+ Year Collaborative" program for new beekeepers or delegate this task
- 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:

- Ensure OCBA has an active NCSBA Master Beekeeper Program Coordinator
- Coordinate the Bee School, when offered
- Coordinate the Master Beekeeper Program Study Session, when offered
- Provide guidance to the Mentorship Director and Collaborative leaders with regard to education components of the 1<sup>st</sup> year Clusters and the 2<sup>nd</sup> Year Collaboratives
- Provide guidance to the Outreach Director in matters pertaining to community outreach education and honey bee awareness training
- Coordinate a honey extraction workshop, hive building workshop, new beekeeper field day, varroa testing field day and/or other educational workshops when offered
- Attend the BOD meetings