



HOWARD COUNTY
Beekeepers
hocoba.com



Board and Volunteer Role Descriptions

HCBA Elected Officers

- ▶ The HCBA Board of Directors is comprised of seven elected Officers and the immediate Past President.
- ▶ The HCBA Board of Directors are responsible to:
 - Conduct the affairs of HCBA.
 - Advise and make recommendations to the club with respect to the activities and purpose of the club.
 - Act upon matters of immediate concern and is obligated to present its actions at the next general membership meeting.
 - Vote on club matters.
 - Attend and participate in Board meetings, telephone conferences, General meetings, one volunteer role, and club events.

President

Tina Glorioso Mullan

In addition to the responsibilities of a HCBA Elected Officer:

- ▶ Preside over the meetings of HCBA and meetings of the Board.
- ▶ Uphold the Constitution and By-Laws of HCBA .
- ▶ Can appoint ad-hoc committees and oversee these committees.
- ▶ Represent HCBA at all State, Regional and or National meetings when possible; can designate another club member to act on his/her behalf.
- ▶ May call special Board meetings as needed.
- ▶ Coordinate dates and venues for general and BOD meetings, the beginning beekeeping and the fall one-day seminar courses.
- ▶ Secondary signatory on club bank accounts.
- ▶ **Time Commitment: 8-10 hours per month**

Vice President

Bill Glover

In addition to the responsibilities of a HCBA Elected Officer:

- ▶ In case the office of President becomes vacant, the Vice President assumes the duties of President for the remainder of the term.
- ▶ Schedule speakers and arranges programs for general meetings.
- ▶ Arrange special events and activities (e.g. Bee Lab tour)
- ▶ Coordinate the Club's spring bee package purchase.
- ▶ Plan and coordinate the annual summer picnic and fall pot luck dinner.
- ▶ Oversees refreshment table, arranges cold drinks and ice for club meetings and all other events.
- ▶ **Time Commitment: 8 hours per month**

Treasurer

Joan Cain

In addition to the responsibilities of a HCBA Elected Officer:

- ▶ Responsible for the accurate, complete and detailed financial matters of the HCBA
 - Balance all bank accounts.
 - Prepares and tracks annual budget; including all income, dues, expenses, donations associated with HCBA business
 - Manages and reports Federal, State and Sales Taxes and files required forms to maintain the club's non-profit status with the State of Maryland and the Internal Revenue Service.
 - Maintains and monitors Club Post Office Box.
 - Responsible for the timely payment of expenses of the club.
 - Present a Treasurer's report monthly to the Board and once per year to the club.
- ▶ **Time Commitment:** 8 hours per month

Secretary

OPEN

In addition to the responsibilities of a HCBA Elected Officer:

- ▶ Conduct all correspondence for HCBA.
- ▶ Maintain and use current contact lists and email groups of current members of HCBA and course attendees.
 - Manage email groups and communicate with contacts for courses, general queries, club email account, and requests from website and Facebook.
- ▶ Oversees creation of General and Board meeting agendas, minutes, and/or presentations.
- ▶ Oversees creation of Board meeting agendas and publishing final minutes for posting on the HCBA website for member access.

- ▶ **Time Commitment:** 6 hours per month

Communication Editor

Kathy Hartley

In addition to the responsibilities of a HCBA Elected Officer:

- ▶ Direct the content and postings on the HCBA website and Facebook page.
 - Coordinate with Webmaster on articles, events, information and other postings.
 - Respond to questions if Secretary, Webmaster, or Facebook Manager is not available.
 - Assist with posting items on website or Facebook as needed.
- ▶ Curate, compile, edit, write and oversee the beekeeping related articles for the HCBA website and Facebook page.
- ▶ Document and arrange for photos of HCBA meetings and events for website and Facebook publication.
- ▶ Maintain and enforce the HCBA writing style guide.
- ▶ **Time Commitment:** 4-6 hours per month

Director - Audio Visual

Roger Frissora

In addition to the responsibilities of a HCBA Elected Officer:

- ▶ Maintain all club audio-visual equipment.
- ▶ Orchestrate presentations, audio and visual aspects for all club meetings and activities.
- ▶ Set-up and break-down of all audio-visual equipment needed for HCBA meetings, courses and events.
- ▶ Obtain presentations from event speakers and ensure each operates properly prior to meeting/event.
- ▶ Provide presentations and handouts to Webmaster for posting on HCBA website.
- ▶ As needed, record meetings (video and/or audio) and provides these recordings to Webmaster for posting on HCBA website.
- ▶ **Time Commitment:** 4-6 hours per month

Director - Education

Leila Ashkeboussi

In addition to the responsibilities of a HCBA Elected Officer:

- ▶ Responsible for the planning, communication and execution of the HCBA Beginning Beekeeping Course and One Day Seminar, such as:
 - Create course correspondence and provide to Secretary with dates and contacts for distribution.
 - Scheduling, venue reservation and set up plan; track registrations, send communications and produce check in lists.
 - Create responses to requests for course information for Secretary to send; organize advertising; request and coordinate door prizes and raffles; bee ambassador coordination.
 - Coordinate mentors and match to mentees.
 - Arrange field days with beekeepers, schedule participants and craft notifications.
 - Plan and act as host for volunteer recognition party.

- ▶ **Time Commitment:** 8 hours per month in October, December, January, February and March; 2-3 hours per month all others

Volunteer: Administrator Open

- ▶ Create General meeting presentation and agenda; provides final version for posting on website
- ▶ Create Board meeting agenda and take meeting minutes
 - Provides finalized minutes for posting on website
- ▶ **Time Commitment: 4-6 hours per month**

Volunteer: Meeting Set-up and Breakdown Team

OPEN

- ▶ Arrives for General HCBA meetings 45 minutes in advance to prepare and set up meeting room, including the set up of audio visual equipment.
- ▶ Stays after General HCBA meetings ~30 minutes to return the meeting room to its original configuration and pack audio visual equipment.
- ▶ **Time Commitment:** 1 total hours per month

Volunteer: Hospitality

Open

- ▶ Provide the set-up, maintenance and break down of the refreshment table at each HCBA general meeting.
 - Coordinates with Vice President for cold drinks, snacks and ice.
- ▶ Coordinate volunteers and supplies for each session of the Beginning Beekeeping course and One Day seminar.
- ▶ Count and transfer refreshment table donations to the HCBA treasurer at the end of each meeting.
- ▶ Monitor and maintain supply inventory.
- ▶ As needed, coordinate transfer and return of coffee urn and refreshment supplies for other HCBA events.
- ▶ **Time Commitment:** 4 hours per month (includes the 2 hours for the HCBA general meeting each month)

Volunteer: Summer Picnic & Fall Pot Luck Coordinator OPEN

Partners with the HCBA Vice President to:

- ▶ Researches and reserves adequate picnic space.
- ▶ Coordinates communications and volunteer sign-up page with HCBA Secretary.
- ▶ Monitors sign-ups and contacts volunteers as needed.
- ▶ Arranges for supply and equipment pick up and return.
- ▶ With HCBA BOD, establishes budget and items for purchase.
- ▶ Uses the HCBA Picnic checklist as a guideline.
- ▶ Purchases items needed and arranges for transportation to picnic site.
- ▶ Coordinates picnic set up and clean up.
- ▶ **Time Commitment:** 4 hours per month for 3 months leading up to the event; 8 hours the week of the event

Volunteer: Discussion Group Moderator

Kathy Hartley

- ▶ Monitor messages and assists users with issues.
- ▶ Post discussion topics / articles for group.
- ▶ Encourage group postings and discussions.

- ▶ **Time Commitment: 2 hours per month**

Volunteer: Continuing Education Leader David Schultz

- ▶ With HCBA Secretary, maintains listing of members participating in Continuing Education.
- ▶ Organizes, schedules and communicates Continuing Education sessions with Secretary, including field trips.
- ▶ Ensures that session activities and actions are in compliance with the HCBA mission and insurance requirements.

- ▶ **Time Commitment:** 8 hours per month

Volunteer: Equipment Coordinator

Bob Coyne

- ▶ Responsible for the care and availability of club extractors.
- ▶ Monitor Sign-up Genius pages for member reservations.
- ▶ Arranges pick up and return of extractors for HCBA summer picnic.
- ▶ Ensure equipment is clean and in good working order.
- ▶ Inspect equipment after member use to ensure it is clean, and for new damage / repairs.
- ▶ Collaborate with HCBA BOD for damaged equipment, repairs, and/or equipment that needs replacing.
- ▶ Provides semi-annual report of the equipment status and needed maintenance to the HCBA board.
- ▶ Provide annual report of equipment use to the HCBA board.
- ▶ **Time Commitment: 2 hours per month**

Volunteer: Howard County Fair Honey Sales

Clif Darby

- ▶ Confirms requirements and honey pricing at the Spring (April or May) BOD meeting.
- ▶ Provides the process and requirements for selling honey at the fair to HCBA membership at the June and July General meetings.
- ▶ Manages the consignment and sale of honey for sale at the fair.
- ▶ Advises the HCBA Treasurer of the payments to be made to members who consigned honey within two weeks of the fair close .
 - Treasurer sends the payments to the members within 1 week of receipt.
- ▶ Provides a consignment and sales report to the HCBA BOD at the first meeting after the fair close.
- ▶ **Time Commitment:** 20 hours per year

Volunteer: Librarian

Diane Dunlap

- ▶ Maintains HCBA library and brings to each General meeting.
- ▶ Manages the borrowing and return of library items to membership.
- ▶ Contacts members via email (through the HCBA Secretary) or by phone for overdue library items.
- ▶ Fines members as needed for lost/unreturned library items.
- ▶ Requests new and replacement purchases through the HCBA BOD.
- ▶ **Time Commitment:** 3 hours per month

Volunteer: HC Conservancy MOU

Devon Kosisky

- ▶ Act as primary HCBA point of contact for beekeeping questions / support with the Conservancy staff.
- ▶ Oversee the overall health and disposition of all colonies at the Conservancy, including conducting regular colony inspections.
- ▶ Conduct tours of the apiary as requested by the Conservancy (such as for the Wine in the Garden silent auction winner).
- ▶ Provide twice per year status report to the HCBA board.
- ▶ Presents status at the annual HCBA State of the Club meeting.
- ▶ **Time Commitment: 4 hours per month**

Volunteer: Robinson Nature Center MOU

Jeff Crooks and Charles Kyler

- ▶ Act as primary HCBA point of contact for all communications with the Nature Center staff.
- ▶ Oversee the overall health and disposition of all colonies at the Nature Center.
- ▶ Provide mentor support and training for Robinson staff.
- ▶ Provide twice per year status report to the HCBA board.
- ▶ Presents status at the annual HCBA State of the Club meeting.

- ▶ **Time Commitment: 2-4 hours per month**

Volunteer: MSBA Representative Valerie Wampler

Note: This role's occupant must be approved by the MSBA

- ▶ Represents HCBA at MSBA meetings.
- ▶ Takes notes; reviews and distributes to the HCBA BOD.
 - Notes to be posted on the HCBA website.
- ▶ Obtains HCBA BOD responses or actions for the MSBA as needed.

- ▶ **Time Commitment:** 1 hour per month

Volunteer: Outreach/Request Coordinator

Lisa Young

- ▶ Coordinate requests for community outreach, speakers and events.
- ▶ Respond to requests by drafting correspondence to be sent via the HCBA email.
- ▶ Coordinate, schedule and communicate with volunteers.
- ▶ Maintain calendar and spreadsheet of HCBA events and requests to document our community involvement.

- ▶ **Time Commitment:** 4 hours per month

<http://www.howardcountybeekeepers.org/>

Volunteer: Outyard Liaison

Jim Wickless

- ▶ Respond to outyard inquires and ‘approve’ new outyard locations.
- ▶ Maintain available and assigned outyard listings.
- ▶ Promote outyards to club members.
- ▶ Connect interested club members to perspective outyard property owners.
- ▶ Reviews semi-annual assigned outyard reports and follows up as needed.
- ▶ Provide monthly status report to HCBA Board.
- ▶ **Time Commitment: 4 hours per month**

Volunteer: T-shirt and Accessory Coordinator Open

- ▶ Works with HCBA Board to determine budget.
- ▶ Gains HCBA Board approval on items to be offered for sale.
- ▶ Coordinates with HCBA Secretary for membership email notifications.
- ▶ Sets up ordering process and monitors status.
- ▶ Distributes items purchased and collects amounts owed at General meetings.

- ▶ **Time Commitment: 1-2 hours per month**

Volunteer: Facebook Administrator

Kathy Hartley

- ▶ Post provided articles specific to beekeeping practices and others items specific to HCBA, such as meeting announcements, outreach events, 'in the news' items, HCBA course promotions and other beekeeping or HCBA related items. etc.
- ▶ Keeps HCBA information current and up to date.
- ▶ Responds to queries and contacts within 24 hours.
- ▶ Coach and develop other administrators.
- ▶ Provide annual website report at the state of the club meeting.
- ▶ **Time Commitment:** 1-2 hours per month

Volunteer: Website Administrator

Tina Glorioso Mullan

- ▶ Post provided articles specific to beekeeping practices and others items specific to HCBA, such as meeting minutes, course presentations, etc.
- ▶ Updates:
 - Site links, pages for courses and other HCBA activities, including payment links, members of board, volunteers and vendor data and service lists.
 - Site Membership lists to ensure accessibility of certain content to only those who are current members. Deletes site memberships as needed or required.
- ▶ Keeps site and homepage current and up to date.
- ▶ Coach other administrators on site updates.
- ▶ Provide spreadsheets or online forms for course and other event sign ups as needed.
- ▶ Provide annual website report at the state of the club meeting.
- ▶ **Time Commitment:** 4 hours per month