

President (Officer, Executive Board):

“Article IV. Officers and Their Duties

1. The officers shall consist of one (1) President, one (1) Vice President and one (1) Treasurer. The officers will be elected for a period of twelve months beginning January 1.
2. Duties of the officers will be determined by the officers as needed by the society including by not limited to:

President-

- A. Direct activities of the society at meetings
- B. Make arrangements for meetings.”

“Article VII. Executive Board and Standing Committees

1. The Executive Board shall be composed of the three (3) officers plus the Coordinators of the Standing Committees.
2. Meetings -The Executive Board shall meet as necessary.
3. Votes by the Executive Board shall require a majority of its current members for passing.”

- A. Preside over and facilitate scheduled General and Board Meetings.
- B. Monitor CCBS activities to comply with CCBS By-laws and/or other applicable regulation.
- C. Be ex-officio member of all committees . In other words – check in and monitor as needed to determine tasks are done for CCBS.
- D. Prepare an agenda of business prior to all Board and General Meetings.
- E. Provide for meeting places for the general meetings. Give timely notice of meetings to the Newsletter Editor and other Officers.
- F. Deliver to successor all material and information pertaining to the position of CCBS President.

The President may delegate any tasks or duties provided there is monitoring/coordinating with the member who will perform the task/duty.

Vice President (Officer, Executive Board):

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2. Duties of the officers will be determined by the officers as needed by the society including by not limited to:

Vice President-

- A. Assume the duties of the President in her/his absence.
- B. Assist other officers and standing committee coordinators as requested.”

“Article VII. Executive Board and Standing Committees

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2. Meetings -The Executive Board shall meet as necessary.
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- A. Assume the duties of the President in his or her absence.
- B. Attend scheduled General and Board meetings as much as possible.
- C. Assist the other officers as much as possible if requested.
- D. Deliver to successor all material and information pertaining to the position of CCBS Vice President.

The Officer may delegate any tasks or duties provided there is monitoring/coordinating with the member who will perform the task/duty.

Treasurer (Officer, Executive Board):

“Article IV. Officers and Their Duties

1. The officers shall consist of one (1) President, one (1) Vice President and one (1) Treasurer. The officers will be elected for a period of twelve months beginning January 1.
2. Duties of the officers will be determined by the officers as needed by the society including by not limited to:

Treasurer-

- A. Collect all dues and maintain the official membership list. Distribute membership cards.
- B. Care for the Societies funds in an appropriate manner consistent with common business practices.
- C. Pay bills promptly as approved by the budget or membership vote.
- D. Submit a financial report at each “regular monthly” meeting.
- E. Provide a list of new members to the Webmaster.
- F. Submit an annual budget by the November meeting for the coming year for vote by the membership.
- G. Annually file the tax return for the Society.
- H. Keep financial historical records for the Society including but not limited to tax filings, bank statements, and insurance policies.”

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- A. Attend scheduled General and Board Meetings as much as possible.
- B. Record and maintain all receipts, collections of monies, and expenditures of the CCBS in accordance with good business practices. Ensure dated, written documentation of expense including receipt(s), name of person incurring the expense, proper authorization for expense, and an adequate explanation of the expense.
- C. Pay bills promptly.
- D. Promptly deposit dues and other forms of income into CCBS bank account(s).
- E. Submit a Treasurer’s Report at each General Meeting. The report is to include bank balances and at least periodically to also include a comparison to budget.
- F. Submit a final report annually by February of the previous year’s actual with comparison to budget.
- G. File tax returns including the annual tax return for a 501c7 and any other returns such as 1099’s.
- H. Prepare upcoming year’s budget in collaboration with the Board.
- I. Maintain CCBS bank accounts and serve as *Authorized Signer*.
- J. Manage for CCBS insurance coverage.
- K. Deliver to successor all material and information pertaining to the position of CCBS Treasurer.
- L. Arrange (with Secretary) for 2 CCBS members to monitor CCBS bank account activity (aka Watchers).

The Treasurer may delegate any tasks or duties provided there is monitoring/coordinating with the member who will perform the task/duty.

Historian /Secretary (Executive Committee):

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4. Standing Committees

The Historian/Secretary

- * Shall maintain the ongoing history of the Society.
- * Record the minutes of the “regular monthly” meetings. Present these at the next meeting for approval and keep the official minutes book.
- * Forward a copy of the approved minutes to the Newsletter Editor.
- * Maintain all official records of CCBS including but not limited to copies of the current Bylaws, Minutes, past membership lists, published Newsletters and other communications with members, except those records which are kept by the Treasurer.
- * Maintain copies/electronic files for the Society including but not limited to the CCBS logo, forms used by the Society, and job descriptions.”

- A. Attend (as much as possible) the scheduled General and Board Meetings and record the proceedings thereof. If not in attendance, arrange for another member to record the proceedings.
- B. Provide a draft of each meeting’s minutes at the subsequent meeting for reading to the group, and provide a final draft to the newsletter editor for inclusion in the quarterly newsletter.
- D. Maintain copies of the minutes and avail to the General Membership if requested.
- E. Maintain copies of the bylaws, including amendments. Provide a copy to the webmaster for inclusion on the website.
- F. Maintain copies of all correspondence, flyers, etc sent by CCBS to the membership at large or any other publication done by CCBS.
- G. Maintain copies of the monthly sign-in sheets, note counts to prove quorum present for votes taken at meetings.
- H. Keep copies of CCBS position descriptions, including any written instructions of how to complete tasks.
- I. Deliver to successor all material and information pertaining to the position of CCBS Historian/Secretary.
- J. Manage the CCBS bank account authorizations and passwords in collaboration with the Board.
- k. Arrange (with Treasurer) for 2 CCBS members to monitor CCBS bank account activity (aka Watchers).

The Historian/Secretary may delegate any tasks or duties provided there is monitoring/coordinating with the member who will perform the task/duty.

Newsletter Editor (Executive Board):

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4. Standing Committees

The Newsletter Editor

* Shall compile, edit and mail the newsletter.

* The newsletter will be distributed to members, other reciprocating bead societies and people inquiring about membership.

* Ads may be included in the newsletter for a fee determined by the membership.”

- A. Be responsible for the timely publication of the monthly newsletter.
- B. Be responsible for the timely publication of the Quarterly newsletter.
- C. Collect items from members as needed to publish in the newsletter. This includes information about programs, teachers, events and on-going games/etc. so that, as much as possible, items will be included in the monthly newsletter rather than many separate emails to members. However, if timely delivery of information is needed, more than a monthly newsletter will be sent.
- D. Attend General and Board Meetings whenever possible.
- E. Deliver copies to the webmaster for inclusion on the website.
- F. Deliver to successor all material and information pertaining to the position of CCBS Newsletter Editor.

The Newsletter Editor may delegate any tasks or duties provided there is monitoring/coordinating with the member who will perform the task/duty.

Librarian (Executive Board):

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4. Standing Committees

The Librarian

- * Shall maintain a list of all publications donated to or purchased by the Society.
- * Shall forward this list on a regular basis to the Webmaster to include on the website.
- * The Librarian shall make the library available to the society membership and maintain a lending file.”

- A. Maintain a list of all publications owned by CCBS.
- B. Make the library books available to CCBS members and maintain a lending file.
- C. Purchase new books for the library within budgeted amounts.
- D. Deliver to successor all material and information pertaining to the position of CCBS Librarian.

The Librarian may delegate any tasks or duties provided there is monitoring/coordinating with the member who will perform the task/duty.

Webmaster (Executive Board):

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4. Standing Committees

The Webmaster

- * Shall maintain the website for the Society.
 - * Shall maintain records/instructions as needed to support items on the website and transitional instructions for a subsequent webmaster.
 - * Shall maintain the electronic mailbox for the Society including handling/forwarding email receipts.
 - * Shall maintain the email lists for members for use by the Newsletter Editor.”
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- A. Maintain the society’s website, including
 1. Post the monthly newsletter on a timely basis
 2. Maintain the “calendar and events” page on a timely basis.
 - B. Daily review of the CCBS email mailbox. Respond or forward as needed for a response.
 - C. Maintain the current member email lists in the email mailbox.
 - D. Prepare and maintain instructions as needed, including passwords. Forward current password information to the Treasurer for backup safekeeping.
 - E. Deliver to successor all material and information pertaining to the position of CCBS Webmaster.

The Webmaster may delegate any tasks or duties provided there is monitoring/coordinating with the member who will perform the task/duty.

Program Coordinator (Executive Board):

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4. Standing Committees

The Program Coordinator

- * Recruit instructors, locate classroom space, budget, schedule and otherwise plan for class events for CCBS. Except for programs offered to members for no-charge at a “regular monthly” meeting, offer the plans for a vote by the membership.
- * Write up class descriptions and supplies lists and provide photos for use in the newsletters, website and/or flyers.
- * Supervise and assist guest instructors as needed.”

- A. Recruit instructors for bead retreat, and make needed reservations, etc.
- B. Recruit instructors for programs for CCBS, at regular monthly meetings and any other.
- C. Provide information to Newsletter editor and Webmaster for publication, posting.
- D. Manage the sign-up, collect fees (then transfer to treasurer), manage expenses for classes.
- E. Assist and supervise guest instructors.

The Program Coordinator may delegate any tasks or duties provided there is monitoring/coordinating with the member who will perform the task/duty.