

## **President**

### **Overall Duties**

- oversee all society business
- oversee/lead board meetings
- oversee/lead member meetings
- oversee all other committees as needed
- welcome/appear at all external meetings or functions, if possible
- oversee maintenance and upholding of bylaws
- oversee maintenance/purchase of insurance, raffle license, storage facility, equipment, etc.
- oversee compliance with not-for-profit 501(c)3 status
- form/lead the Nominating Committee
- arrange a President's Trip, if possible
- act as ambassador to Society members, prospects and the community
- chief liaison between the Society and Kalmbach Publishing Company

### **General Information**

- member of the Board of Officers and of the Board of Directors
- length of term is one year, with an expectation of a three year commitment – the President-Elect serves one year then becomes the President for one year, then becomes the Past President for one year
- email address: [president@loosebeadsociety.org](mailto:president@loosebeadsociety.org)

### **Common Duties and Procedures**

- Attend board meetings and member meetings.
- Track volunteer hours of members (including self) for all meetings, events, and activities you are involved in. Submit lists of names & hours to the Secretary on a monthly basis.
- Submit timely Revenue and Expenditure forms to Treasurer for all revenues and expenditures associated with your position.
- Save copies of paperwork (either hardcopy or electronic) associated with your position including meetings, events, and activities to be passed along to the next person in your position.

### **Board Meetings**

Board meetings are usually held the first Monday of every month. Starting in 2013, the board meetings are being held at the Brookfield Public Library.

- Reserve a room somewhere. If at a library, plan to make reservations around August 1<sup>st</sup>. The Brookfield library starts their registration process at the beginning of September for the following year.

- Create or update the agenda for the board meeting prior to the meeting. Email the agenda to Board members prior to meeting for their consideration/additions.
- Lead the approval of minutes, discussions and voting at each Board meeting.

In absence of the president, the president-elect leads the meeting; provide necessary information to that person.

## **Member Meetings**

Member meetings are usually held the third Monday of the month. In June, the member meeting is usually the second Monday of the month in order to take advantage of in-town visitors from the Bead&Button show. The member meetings are usually held at the New Berlin Public Library. Starting in 2013, LBS has been renting space at St. Dominik's Parish Activity Center in Brookfield for hands-on meetings.

- Arrange for the use of the Community Room with the New Berlin Library Adult Reference Desk on August 1 or immediately thereafter to ensure program dates for the entire following year.
- Lead business portion of the Membership meeting.

In absence of the president, the president-elect leads the meeting; provide necessary information to that person.

## **Committee Oversight**

- Attend committee meetings as requested or as appropriate.
- Respond to questions from committee chairs.

## **Ad Hoc Nominating Committee**

LBS holds elections for the open board of director positions annually at our October membership meeting. The position of President-Elect is open every year. The positions of VP-Programming and Secretary are open every other year. The positions of VP-Special Events and Treasurer are also open every other year. Voting for VP-Programming/Secretary alternates years with VP-Special Events/Treasurer.

- At the June membership meeting, announce the formation of an ad hoc committee for the sole purpose of making informed nominations for upcoming open and/or vacated board of director positions.
- Form a committee consisting of the President, a past officer in good standing, the Membership Coordinator, and 2 members-at-large in good standing.
- Lead at least one meeting before the September meeting at which the formal candidate announcements will be made. The vote will occur at the October business meeting.

## **Kalmbach Partnership**

The President is the chief liaison between LBS and Kalmbach Publishing Company (KPC). KPC has offered LBS many wonderful opportunities over the years. Some opportunities are:

- Large booth in foyer of the Bead&Button Show where LBS conducts a Bag Check and Raffle. LBS also provides volunteers for vendors relief during the show.
- Assistance during the show with charity activities such as the Auction and the Bead Social.
- Complimentary admission to the Marketplace at the Bead&Button Show for LBS members wearing their “volunteer” badge.
- Participation in a “Volunteer Appreciation Dinner” at the KPC offices.
- Opportunity to create beaded pieces for charity auction using the yearly commemorative bead.
- Opportunities to attend presentations at the KPC offices of guests that are visiting KPC.
- Donations to LBS of many wonderful bead-related items such as books, commemorative beads, beading accessories, mugs, pads, trays, and so on.

KPC will have a designated person who will contact LBS about events or opportunities.

Assist the President-Elect with planning our participation in the Bead&Button Show. A different document outlines things to consider for this event.

If KPC offers a “Volunteer Appreciation Dinner” after the show, work with the KPC liaison to set the date, promote the event to LBS members, tally RSVPs, and respond to KPC. This is strictly at the discretion of KPC and is not to be expected.

If KPC offers other events or opportunities, work with the KPC liaison to determine the parameters, set the date, promote the event to LBS members, tally RSVPs, and respond to KPC.

## **Board Appointments**

- Form a committee and conduct interviews with potential appointees for the positions of Membership, Website, and Community Service Coordinators
- Make recommendations of appointments to the Board.

## **President’s Trip**

Plan, promote, and enact a trip to an appropriate location for the educational or recreational benefit of the members. This event does not need to occur every year. Consideration should be given to exhibits or shows at locations within driving distance of Milwaukee.

## **Financial Responsibilities**

- Holder of the LBS debit card
- Hold key to safety deposit box
- Hold key to storage unit

In the beginning of the year, contact our bank to start the proceedings to make changes to bank accounts, debit card, and safe deposit box access. The Past-President moves off the list of LBS names, the new President becomes the primary name, and the new President-Elect moves onto the list. If the Treasurer has changed, their name must also be updated at the bank.

Need to remind bank contact to make all changes at the same time. (Specific bank and contact information is in a different document.)

For the contact changes at Tri-City,

- Call the bank contact to give them of the changes for the year.
- The people who need to sign will have to go to the bank at the same time.
- The President and the President-Elect will always have to visit.
- The President has to visit because they are the person from the previous year who is still an authorized signer for the accounts.
- If the Treasurer changes, the new Treasurer will have to visit.
- The new people will have to show a driver's license and give their personal contact info, including SSN.
- Make sure all three people are authorized to sign LBS checks.
- Make sure all three people are authorized to access the safety deposit box.
- For the debit card, ask to have the (new) President added as needing a debit card. The bank will do the paperwork, ask for signature, and then one will be mailed in 7-10 business days. Then, the new card needs to be activated. The bank can tell you the procedure for activation. After the new card is activated, call the bank to cancel the Past President's card. This should ensure that LBS always has an active debit card available.

## **Safety Deposit Box**

People authorized to access the safety deposit box are the President, the President-Elect and the Treasurer. The President has the key to the box.

Maintain a list of items in the box. As of September 2014, the box contained:

- Copy of our 501(c)3 papers
- Original Raffle License (replaced every year)
- Copy of our Temporary Event Operator and Seller Information, including our FEIN.
- Charge receipts from Loominosity 2010, 2011, and 2012. (keep for several years)
- Set of spare keys to the display cases.

## **Raffle License**

Make sure the raffle license is up to date. The LBS raffle license expires at the end of April every year. The license can be renewed up to 60 days in advance.

When new raffle license is received, make a copy. Keep copy for yourself. Put original in safety deposit box. Old original may be stored in a folder to be passed along to next president.

Make sure the yearly report is filed with the Wisconsin Department of Gaming (work with the Treasurer).

## **Bylaws**

- Review the bylaws for possible changes to policy, board make-up and responsibilities, etc. throughout term of office.
- If changes are necessary, recommend the changes and a timeline for their alteration to the Board.

## **Storage Locker**

People authorized to access the storage locker are the President, the President-Elect and the Librarian. All authorized people have a key to the storage locker.

Retrieve items from the locker when needed. Replace when finished using item.

Maintain a list of items in the storage locker.