

## **President-Elect**

### **Overall Duties**

- Coordinate LBS involvement with the Bead&Button Show
- Coordinate the member rummage sale
- Coordinate events at which members show and/or sell their work
- Perform duties as assigned by the President
- Perform duties of the President in her/his absence

### **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: [presidentelect@loosebeadsociety.org](mailto:presidentelect@loosebeadsociety.org)

### **Common Duties and Procedures**

- Attend board meetings and member meetings.
- Promote society by writing articles about your committee's events and activities as needed for the website.
- Promote your committee's meetings, events, and activities to the general membership by submitting information to the Website Coordinator and the Communications Coordinator.
- Track volunteer hours of members (including self) for all meetings, events, and activities that she/he is the lead of. 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 and/or committee.
- Save copies of paperwork (either hardcopy or electronic) associated with your committee's meetings, events, and activities to be passed along to the next person in your position.

### **Bead&Button Show**

The Loose Bead Society runs a booth in the foyer of the Bead&Button Show. At our booth, we handle package/coat check, sell raffle tickets for bead-related prizes, answer questions, provide local Milwaukee information, and handle vendor relief requests. Depending on Kalmbach's needs, we may also assist at the Bead Social, the Silent Auction, and/or other areas.

Activities include:

- Obtain promotional materials from Kalmbach for distribution to LBS members
- Contact/Meet with key Kalmbach staff to work out booth details
- Advertisement for show book

- Flyer for show tote bags
- Take a Break form
- Booth setup/layout, table drapes, etc
- Meet the Teachers requirements (such as package check, raffle,)
- Bead Social requirements
- Silent Auction requirements
- Prepare and circulate volunteer sign-up sheets.
- Update volunteer instructions
- Replenish office supplies (for the booth) such as receipts, pens, hard candy
- Print Society photo(s) for backdrop display
- Order volunteer ribbons, if needed.
- Ensure raffle license is current.
- Obtain items for raffle
- Order raffle tickets
- Make arrangements with the treasurer for petty cash. Develop a plan with the treasurer for depositing the monies collected during the show.
- Check with other board members to make sure the necessary LBS materials will be printed for the show: membership brochures, June issue of newsletter, flyers promoting the rummage sale and other LBS sales, flyer promoting guest artist event, if any.
- Provide procedures/orientation for table captains and volunteers.
- Make arrangements to get the display cases to the show, either directly yourself or via Kalmbach.
- Setup the LBS booth (with help from other members)
- Oversee the LBS booth each day or arrange a different overseer
- arrange for cash drop off and pickup
- monitor items in display cases
- monitor raffle prizes and tickets
- Be available to respond to questions and resolve problems.
- On Sunday, draw the raffle prize winners.
- Ship raffle prizes that weren't picked up at the show to the winners.
- Return items to storage locker after the show
- Prepare report for the Board meeting; activities, income, expenses, successes, problems.

**Policy:** Must be a member to get a name badge. May volunteer at the table doing package check or raffle if not a member and person really wants to volunteer.

## **Rummage Sale**

The Loose Bead Society has held a member bead rummage sale in Summer. Schedule, coordinate, and oversee this rummage sale.

- If desired, recruit an event coordinator.
- Schedule a Saturday in July for the sale.
- Recruit committee members and/or other volunteers to sort, tag, setup, and sell any items LBS will have for sale.
- Arrange to advertise the sale in local paper(s) and online as appropriate.

- Distribute information to members about participation in the sale.
- Accept registrations from members (or through the sale coordinator).
- Prepare report for the Board meeting; activities, income, expenses, successes, problems.

**Policy:** Must be a member to rent a table at Rummage Sale. Corporate members are allowed to rent a table. Sellers are allowed to have one non-member helper at a table.

## **Show and Sell Committee**

The Show and Sell Committee was formed to create opportunities for members to display and sell their work. Currently, there are no scheduled activities for this Committee. Should an event arise there will be a need to

- Form a Show and Sell Committee
- Meet to establish what activities will be scheduled for the year, and as needed for each event.
- Coordinate the event

**Policy:** Must be a member to sell at any LBS Show & Sell event.

**Policy:** Show & Sell Acceptable Items Treatise (different document)

## **Financial Responsibilities**

- Hold key to storage locker

The President with coordinate changing the names of the people authorized to access the bank account, etc. Work with the President to effect the necessary changes.

## **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.

Access the safety deposit box at the direction of the President.

## **Raffle License**

The President-Elect is the coordinator of the Raffle activities at the Bead&Button Show. Work with the President to make sure the raffle license is up to date. The LBS raffle license expires at the end of April every year and can be renewed up to 60 days prior to deadline.

## **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.

Work with the President to maintain a list of items in the storage locker.