

Vice President-Special Events

Overall Duties

- arrange/plan/develop/oversee annual events, including Retreat, Bead-in(s), Design Challenge, participation in Milwaukee Bead Show
- coordinate other non-monthly programming events as may arise and be approved by the board

General Information

- member of the Board of Officers and of the Board of Directors
- length of term is two years; may run for a second term if desired
- email address: vpspecialevents@loosebeadsociety.org

Common Duties and Procedures

- Attend board meetings and member meetings.
- Promote your committee's meetings, events, and activities to the general membership by announcing them at the membership meetings and by submitting information to the Website Coordinator and the Communications Coordinator.
- Track volunteer hours of members (including self) for all meetings, events, and activities for your committee. 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.

Overall

The VP-Special Events will lead a committee for the purpose of providing educational, social and other events where members can participate in sharing and learning aspects of beading and/or related arts and crafts while enjoying each other's' company. The committee's meetings will be arranged, communicated, and lead by the VP- Special Events at their discretion.

The annual events that the committee handles currently include:

- Retreat
- 2 Bead-ins (spring & fall)
- Challenge
- Milwaukee Bead Show

Retreat

Plan and facilitate a three day weekend Retreat to be held in early spring each year. Coordinate all aspects of the Retreat, including the hotel reservation, sponsored lunch(es), teacher proposals and contracts, donations and any other programs or special Retreat events as planned by the committee.

Bead-Ins

Plan and facilitate one or two Bead-Ins each year. A Bead-in is a Saturday of open beading at a local facility, typically a public library. An optional lunch is offered to registrants. Sometimes, an optional class or project is offered to registrants.

Design Challenge

Plan and facilitate at least one annual design challenge open to all members. In recent years, the challenge pieces are due on or before the September membership meeting and the voting for and presentation of the challenge pieces has been at the October membership meeting. This allows time for the annual elections and time for members to view the challenge pieces.

Milwaukee Bead Show

In recent years, the Milwaukee Bead Show, sponsored by Knot Just Beads, has been held in early October. LBS has participated as a vendor, renting a table. LBS promotes our society to shoppers, talking about who we are and what we do. We offer brochures about our society and flyers about upcoming events to people. LBS sells things (such as logo items, kits, bead mixes), if possible. Beading demonstrations may also be presented. LBS does not conduct a raffle at this event.