

President-Elect

Overall Duties

- . Coordinate fundraising activities for the Loose Bead Society
- . Work with VP-Programming to coordinate the Visiting Artist programs
- . Perform duties as assigned by the President
- . Perform duties of the President in her/his absence

General Information

- . Member of the Board of Directors
- . Length of term is one year, with the expectation of serving as the President the following year for one year
- . email address: presidentelect@loosebeadsociety.org

Common Duties and Procedures

- . Attend board meeting and member meetings
- . Promote the society by writing articles as needed for the website
- . Submit timely Revenue and Expenditure forms to Treasurer for revenues and expenditures associated with the position and/or committees formed under the President-Elect's leadership
- . Save copies of paperwork (either hard copy or electronic) associated with any committee's meetings, events, and activities to be passed along to the next person serving as President-Elect

Fundraising

With the demise of the Bead & Button Show, the Loose Bead Society will no longer be able to raise funds by operating a booth in the foyer of the Show. New ways are needed to raise funds in addition to membership dues. The President-Elect is tasked with developing and implementing a plan for fundraising during his/her term in office.

Activities might include a raffle, an online auction, or any other appropriate ideas. Fundraising ideas should be discussed with and approved by the board before implementation. The President-Elect can convene a committee to help with planning and implementation of fundraiser(s).

Visiting Artist Programs

Assist the VP-Programming with recruiting and planning for at least one visiting artist a year. Traditionally, the visiting artist has presented at a membership meeting as well as providing a class or classes (for members of an additional fee).

- . Meet with the VP-Programming early in the year to discuss ideas for visiting artist(s)
- . Develop a plan with tasks outlined.
- . Members of the programming committee should assist the President-Elect

Financial Responsibilities

- . Registered signer on bank account

The Treasurer will coordinate changing the names of those authorized to access the bank account, etc.

Raffle License

The President-Elect is the coordinator of any raffle activities and as such will work with the President and Treasurer to make sure the raffle license is up to date. The raffle license for the Loose Bead Society expires at the end of April each year and can be renewed up to 60 days prior to the deadline.

Storage Locker

. Hold key to storage locker

There are several people authorized to access the storage locker including the President-Elect. All authorized people have a key and can retrieve items from the locker as needed. Replace when finished using the item.