

# **St. Croix Valley Beekeeper's Association Roles**

President	Runs club meetings, Organizes board meeting and committees, Communicates with board and committees,
Vice President	Assists President in any duty necessary
Treasurer	Receives dues, income, Keeps account of all income/expenses, Audits accounting books, Pays bills/guests, Maintains checking and savings accounts.
Secretary	Takes monthly & board meeting notes, publishes meeting notes, informs press of meetings and events.

## **Committee & Project Chairs**

**Membership** – Maintains & updates member database (spreadsheet), Accepts member applications at the beginning of the year and keeps forms as receipt of payment, Works closely with treasurer for record keeping of club dues. Maintains name tags for events, Provides member contact info list to officers for events.

**Youth Mentor** – Leads and works with our youth beekeepers throughout the year as mentor and maintains the youth mentor beekeeping program.

**Adult Mentor** - Serves as a resource of information and help for beekeeper members who would like some guidance in their beekeeping.

**Church Hives** – Maintains church hives and leads hive demonstrations for members when available.

**St. Croix County Fair** – Communication with fair board, organizes volunteers for Honey Hut maintenance, organizes volunteers for serving at the Honey Hut during the fair, organizes supplies and stocking of Honey Hut and all other fair related work.

**Pierce County Fair** – Communication with fair board, organizes volunteers, planning and setup of fair display.

**Honey** – In charge of honey pricing, sales & donations for fairs and other events.

**Program Committee**– Creates the schedule and programming for monthly meetings. Contacts and assists guest speakers to provide monthly meeting presentations.

**Hospitality** – Organizes volunteers to provide snacks at meetings and other member events.

**Pollinator garden** – Organizes volunteers to maintain the church pollinator garden.

**Bylaws** – Annual review and update of bylaws.

**Social** – Organizes social member events including but not limited to: Picnic, holiday parties, socials

**Website Maintenance** - Weekly updates to the website including calendar events, documents and data. Website design not included unless discussed by the board.

**Social Media/Media** - Updating the groups social media outlets with calendar events, data: Facebook, Mighty Networks, and any new media as discussed and approved by the board. Occassionally update club media or find volunteers to update brochures, cards, info.

**\*\*Other Committees/Roles: TBD\*\***