



# Northern Virginia Bead Society

## Volunteer Roles & Responsibilities

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## Elected Officers

As listed in NVBS By-Laws, the elected officers of the organization shall be President, Vice-President, Secretary, and Treasurer/Membership Chair. Their duties are as follows:

### *ALL ELECTED OFFICERS:*

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- A. Officers shall respond to all NVBS correspondence within three (3) business days, unless otherwise arranged;
- B. Portions of an Officer's duties can be delegated to any NVBS member in good standing with the approval of the remaining Elected Officials;
- C. All Officers shall uphold, maintain and enforce the standards of the NVBS Privacy Policy;
- D. Each Officer shall annually prepare and submit a budget request to the Budget Committee;
- E. Each Officer shall present a year-end report at the NVBS Annual Meeting;
- F. Each Officer shall maintain an up-to-date Officer's Notebook to be given to the succeeding officer;

### *PRESIDENT'S DUTIES*

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- A. Preside at all NVBS meetings and all Board of Directors meetings;
- B. Prepare an agenda for the General Meetings and provide a copy to the Board of Directors at least 7 days prior to each meeting;
- C. Prepare a "Message from the President" for the quarterly newsletter;
- D. Represent NVBS to the community at large;
- E. Select the Standing Committee Chairs with the assistance of the Nomination Committee and approval of the Board of Directors within 2 months of taking office;
- F. Serve as an ex-officio member of all NVBS committees except the Nomination Committee;
- G. Sign all contracts as the NVBS representative;

- H. Reserve all venues for General Meetings before the start of the calendar year in order to be advertised accurately and in a timely manner;
- I. Arrange for an annual audit of the financial records to take place within the first quarter of the fiscal year;
- J. Review and renegotiate NVBS insurance policies;
- K. Maintain and preserve NVBS's Articles of Organization, Non-Profit Designation, as well as any other permanent documentation for the organization;
- L. Selects, orders and prepares items to be used in the annual Bead Challenge with input from the other Board of Directors.

#### *VICE PRESIDENT'S DUTIES*

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- A. Stand in or substitute for the President upon request or absence;
- B. Act as the NVBS Communications Officer for the general membership of NVBS;
- C. Distribute messages on behalf of NVBS originating from the board or approved for release by the board;
- D. Distribute information relating to programs, classes and activities to the general membership;
- E. Distribute the quarterly newsletter and Treasurer's Report.
- F. Distribute the membership directory to the general membership in March and October;
- G. Review social media and internet venues (NVBS website, Meetup.com, Facebook, Twitter, etc.) for currency and accuracy, and provide updates to the appropriate facilitator of such venues as they become necessary;

#### *SECRETARY'S DUTIES*

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- A. Record minutes of all Board of Directors meetings as well as those of the general meetings or arrange for alternate if unable to attend;
- B. Distribute copies of the minutes of Board of Directors meetings to Board members within 2 weeks of each meeting;

- C. Maintain all official records of the NVBS, including but not limited to copies of the current By-Laws, Standing Rules, Minutes, and correspondence not covered elsewhere. Documentation shall be kept in the Secretary's possession for a minimum of 2 years, and available at all meetings;
- D. Maintain NVBS general email account, checking daily and responding or forwarding messages as appropriate;
- E. Monitor the NVBS Post Office Box, visiting at least once per week and/or at the closing of event deadlines;
- F. Scan and forward time sensitive correspondence;

#### *TREASURER/MEMBERSHIP CHAIR'S DUTIES*

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- A. Receive and record income for NVBS;
- B. Pay bills on behalf of NVBS;
- C. Receive and record membership applications for NVBS membership;
- D. Distribute the general membership roster to the board of directors once per month;
- E. Keep accurate and current records;
- F. Maintain all membership records, both past and present;
- G. Notify members by e-mail of their renewal dates;
- H. Notify Programs Chair of registered class participants;
- I. Maintain the NVBS petty cash fund;
- J. Establish and maintain appropriate bank accounts for all funds of the NVBS;
- K. Prepare monthly financial reports;
- L. Prepare a summary report annually for the NVBS newsletter;
- M. Serve on the Budget Committee to prepare an annual operating budget;
- N. Prepare for an annual audit of all financial records and submit the audit report to the Board of Directors and General Membership;
- O. Provide account and membership information as requested by the Board of Directors and Standing Committees;

- P. Maintain and preserve all accounting documentation to be kept in the Treasurer's possession for a minimum of 2 years, making the current fiscal year's documentation available at all meetings.

## **Standing Committees and Their Duties**

The Standing Committees of the NVBS shall be the Bead Show Committee, Media Committee, Nomination Committee, Outreach Committee, and Programs Committee. The Chairs of these committees are voting members of the NVBS Board of Directors. The Board of Directors must approve the policies and procedures of the Standing Committees. The Board of Directors may, at its discretion, add other committees as needed. All Standing Committee Chairpersons may select members to work with them on their assigned tasks. These committee members report to the chairperson who, in turn reports to the Board of Directors. The responsibilities of the Chairpersons of these committees include:

### *ALL STANDING COMMITTEE CHAIRS*

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- A. Annually prepare and submit a budget request to the Budget Committee;
- B. Present a year-end report at the NVBS Annual Meeting;
- C. Maintain an up-to-date Chairperson's Notebook to be given to the succeeding chairperson;
- D. Respond to all correspondence within three (3) business days, unless otherwise arranged;
- E. Maintain, uphold and enforce the standards of the NVBS Privacy Policy;
- F. Create and maintain a policies and procedures document of their respective committees activities and responsibilities, of which a copy is to be filed with the NVBS Secretary;
- G. May delegate portions of their duties to any member in good standing with the approval of the Elected Officials.
- H. Calls committee meetings as needed with at least 72 hours notice to the Board of Directors for their awareness.

### *BEAD SHOW COMMITTEE*

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The annual Bead & Jewelry Show event is designed to raise funds to finance NVBS activities.

- A. Bead Show Chair (1) - attends Board of Directors meetings, has voting rights on the board, and calls meetings as needed for the facilitation and administration of the following positions outlined below. Plans, stages, and supervises all aspects of the Bead Show. Arranges for security during the event, table/chair rentals, and reserves the show hall for the following year.
- B. Bead Show Publicist (1) - Writes and arranges for the annual Bead Show magazine/newspaper publicity and advertisements, and the Bead Show section of the NVBS website and newsletter. Supervises the following positions
  - 1. Signs
    - a. Roadside Show Marketing (1) - designs and has signs updated / created for roadside posting for the annual bead show. Posts median signs two weeks before the show, posts parking and day of show signs on show weekend, and collects and arranges for storage of signs for the following year.
    - b. On-site Show Marketing (1) - creates signage for instructor/class demonstrations, make & take classes, the NVBS activities board to advertise classes/programs for the rest of the year, etc.
  - 2. Printing
    - a. Catalog & Card Marketing (1) - create, edit, and update the bead show catalog of vendors and relevant NVBS information. Arrange for printing services to provide catalog and post cards.
    - b. Card Distributor (1+) - create and distribute bead show post cards to area bead stores, members, vendors, etc.
- C. Vendor Coordinator (1) - accept/decline and process vendor applications for the bead show and respond to vendor questions, etc.
- D. Show Layout Designer (1) - Design the layout of the show hall (vendor layout, Designer showcase and other NVBS use table locations, food, demos, etc.)
- E. Beads Show Daily Support - the following positions report directly to the Bead Show Chair:
  - 1. Cashier (12) - Collects money, keeps attendance, redeems discount cards for entrance, and collects contact information for the database (name & email for

mailing list) at the bead show for several hours (approx. 3 hours) during the show.

2. Demo Artist (2+) - Artist willing to set up a one hour program to demonstrate a technique to the general public. Provides their own setup and materials.
  3. Show Instructor (2+) - Artist willing to set up a one hour program to lead the general public in creating a jewelry/bead related product for their enjoyment. Works with Outreach to organize supplies for the event at little or no cost to the public.
  4. Show Floater (multiple) - walk the show floor, offering vendors, breaks, booth sitting, etc.
- F. Designer Showcase Manager (1) - Person to solicit NVBS artists to show/sell their work during the bead show. Revise and collect application and inventory forms for DS submissions, coordinate staffing of the booth for the show, etc.
1. Designer Showcase Staff (12+) - work the Designer Showcase tables selling, assisting customers, writing receipts, and maintaining inventory during the show. Approximately 3 hour shifts.

#### G. Bead Show Roadies

1. Bead Show Roadies - Set up (multiple) - volunteers who can lift tables, move chairs, set up Designer Showcase displays, etc. Loading dock coordination for vendors at set up on Friday night and Saturday morning. Transport volunteers to bring items from the storage unit to the show hall.
2. Bead Show Roadies - Tear down (multiple) - volunteers who can collapse and stack tables, stack chairs, dismantle Designer Showcase displays, etc. Loading dock coordination for vendors on Sunday evening. Transport volunteers to return items to the storage unit from the show hall.

H. Bead Show Hospitality Coordinator (1) - volunteer to find a food vendor for the bead show. Handle their contract, menu selections, administration, setup and inquiries. Coordinates donuts and coffee for vendor's breakfast and water supplies for the vendors and other volunteers. Orders pizza for delivery to show venue on the night of setup.

I. Auction Donation Collector (1) - prepares collection packages for soliciting donations from the vendors at the Bead show. Delivers packets to vendor tables at close of show on Saturday. Walks the show floor on Sunday afternoon to collect

donations. Prepares an Excel spreadsheet with items received at the Bead Show with value (if known) and turns over to Auction Coordinator.

- J. Bead Show Treasurer (1) - maintain cash/change funds, provide change and balance the Designer Showcase, Cashier station, and cash bank. Make purchases from bead show vendors for items selected by the Outreach Committee. This is usually taken care of by the NVBS Treasurer.

## *MEDIA COMMITTEE*

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Encompassing media related aspects of NVBS including publicity, advertising, online marketing, and database information.

- A. Media Chair (1) - Responsible for oversight and functions of the following media related aspects of NVBS. Attends Board of Directors meetings, has voting rights on the board, and calls meetings as needed for the administration of the functions outlined below.
- B. Newsletter Editor (1) - the quarterly newsletter to be distributed to all members, reporting past, present, and future NVBS activities, Treasurer's Report, and notices of business as required by the By-Laws. The Newsletter Editor is responsible for the publication, soliciting of articles, and accepting advertising copy. The Board of Directors sets and approves advertising rates. Reports directly to the Media Chair.
  - 1. Newsletter Assistant Editor (1) - Responsible for all aspects of newsletter advertising except for setting rates. Reports directly to the Newsletter Editor. Stand in or substitutes for the Newsletter Editor as necessary.
- C. Publicist (1) - Writes and arranges for the placement of all publicity and advertisements for NVBS, including all meetings, activities, and events that are open to the public. This includes but is not limited to working with other websites, magazines and newspapers for publicity for all events other than the annual Bead Show. Reports directly to the Media Chair.
- D. Online Marketing - the following report directly to the Media Chair.
  - 1. Facebook Marketing (1) - oversee adding and deleting content, accept new members, respond to inquiries, etc. for the NVBS Facebook page.  
[www.facebook.com/groups/novabeads](http://www.facebook.com/groups/novabeads)
  - 2. Meetup.com Coordinator (1) - oversee adding and deleting content, accept new Meetup members, respond to inquiries, etc. Encourage Meetup members to

become NVBS members or gather for non-NVBS beading socials.  
[www.meetup.com/NVBS-Jewelry-Classes](http://www.meetup.com/NVBS-Jewelry-Classes)

3. Twitter Marketing (1) - promote NVBS events, workshops, products, membership via Twitter, respond to inquiries, etc.
  4. Webmaster (2) - update, add, and delete web content, respond to inquiries, etc.  
[www.nvbs.org](http://www.nvbs.org)
- E. Database Manager (1) - gathering and maintaining lists of contact information (public venues, vendors, bead show attendees, etc.) for the use of advertising NVBS events. Provide contact lists to committee members for promotional purposes as needed. Database skills required.
- F. Photographer (1+) - photographs all events for the newsletter, media venues and advertising. Photograph jewelry for the Etsy store.

#### *NOMINATION COMMITTEE*

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A committee to find suitable candidates for elected official positions and chairs that make up the NVBS Board of Directors (Elected Officers and Standing Committees). This committee does not make the final decisions, that is left up to the President for standing committee selections and the membership for elected officials. The nominating committee may also present recommendations for the Budget Committee to the BOD and coordinate volunteers.

- A. Nomination Chair (1) - attends Board of Directors meetings, has voting rights on the board, and calls meetings as needed for the administration and facilitation of the positions outlined below.
- B. Member-at-Large (2+) - support members who work with the Volunteer Coordinator -for the purpose of presenting the Chair with candidates for a vacant BOD position. Contact sub-leads of a vacant standing committee to see if they are interested to become the chair. Contact Gold members who have shown leadership potential for upcoming or current vacancies in the elected official positions.
- C. Volunteer Coordinator (1) - call new Gold members of the NVBS and note which volunteer opportunity they will commit to. Communicate this to the appropriate committee chair. Be the go-to person for committee chairs in filling their vacancies. Coordinating volunteers for all events and activities that the NVBS may be invited to by outside organizations (Baltimore Bead Show table, Washington Bead society Bead Show table, etc.). If enough volunteers cannot be arranged, then notify the BOD.

1. Assistant Volunteer Coordinator (1) - Assist in the coordination of volunteers. Reports directly to the Volunteer Coordinator. Stand in or substitutes for the Volunteer Coordinator as necessary.

## *OUTREACH COMMITTEE*

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Responsible for oversight and functions of the following outreach related aspects of NVBS.

- A. Outreach Chair (1) - attends Board of Directors meetings, has voting rights on the board, and calls meetings as needed for the administration and facilitation of the positions outlined below. Coordinates jewelry making sessions at least one meeting a year dedicated to creating jewelry for other non-profit organizations (ex: Dress for Success, Reston Prom Night, etc.). Provide supplies from storage for the event and sees that they are properly cataloged, report what needs replacing, and return to storage.
- B. Girl Scout Coordinator (1) - recruits and coordinates girl scout volunteers for NVBS May Auction and Bead Show support for community credit. Sets date and place for NVBS members to volunteer with activities for the purpose of fulfilling badge requirements.
- C. May Auction - fund raiser specifically for the outreach activities
  1. Auction Coordinator (1) - Prepares (tags) donations for the May Auction with item number, description and starting value for the auctioneer. Decides what donations will be designated for live auction, raffle item, silent auction and door prizes. Coordinates volunteers, display of auction items and room layout. Solicits donations from membership and local bead shops.
  2. Auctioneer (1) - must have a clear voice that can be heard without a PA system.
  3. Raffle Ticket Sales (1) - Can be the treasurer (handling money) or another NVBS person. Cannot be a Girl Scout.
  4. Auction Marketing - See duties under Media
  5. Auction Administrator (1) - Register bidder's contact information, assign a number, place name in door prize container
  6. Auction Item Presenters (2) - person to take the auction item from the auctioneer and walk it slowly past the bidders for closer examination. Usually Girl Scout volunteers, but a NVBS member may be needed towards the end of the event if the girls have to go home.

7. Auction Recorder (1) - person to sit up front with the auctioneer to listen for the winner and final bid, record on Excel spreadsheet, and provide the runner with this information to be given to the bagger
8. Auction Bagger (1) - person to take information from runner and mark the winner's bag and auction sheet with the item number and the amount, and place the item in the bag for pick up and payment at the end of the auction.
9. Auction Runners (2) - Takes the number of the winner and the final bid amount from the tracker and give it to the bagger. Usually Girl Scout volunteers, but a NVBS member may be needed towards the end of the event if the girls have to go home.
10. Auction Roadies (2+) - set-up and clean up - arrange tables and chairs, set out jewelry, beads, and other auction items.
11. Auction Treasurer (1) - shall be the NVBS treasurer.
12. Auction Girls Scout Coordinator (1) - recruiting girl scout volunteers for NVBS May Auction for community credit.

#### *PROGRAMS COMMITTEE*

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Responsible for oversight and functions of program and workshop related aspects of NVBS.

- A. Programs Chair (1) - calls meetings as needed for the administration and facilitation of the positions outlined below. The Programs Chair is required to submit a program/workshop proposal report to the Board of Directors for approval prior to booking services or signing contracts. The proposal should outline the program/workshop description, benefits, and associated costs, as well as logistical information. Update forms as needed and keep copies on file with the secretary.
  1. Program Instructor Liaison (1) - responsible for identifying and contacting potential presenters, defining the parameters of their presentations, negotiating speaker's fees, obtaining signed contracts.
  2. Program Logistics (1) - making all physical arrangements for the program/workshop and instructor lodging and transportation as needed.

## Other NVBS Volunteer Roles

The following roles and responsibilities do not fall under a Standing Committee and report directly to the Board of Directors:

- A. Hospitality Coordinator (1) - coordinate food for NVBS events, by either doing it yourself or working with the volunteer coordinator to get people to commit to dates or activities:
  - 1. Meeting Hospitality Manager (1+) - coordinate snacks for the social portion of the evening - food, drink, paper products, etc. Up to \$40 will be reimbursed when receipts are presented with the reimbursement form
  - 2. Auction Hospitality Manager (1) - coordinate snacks for the social portion of the evening - food, drink, paper products, etc. Up to \$80 will be reimbursed when receipts are presented with the reimbursement form.
  - 3. Bead Show Hospitality Coordinator - See the Bead Show Committee.
  - 4. Holiday Hospitality Manager (1) - Coordinate catered food and drinks for the holiday party in December.
  - 5. Special Events Hospitality Manager (1) - food and/or reservations for any event that might feature food needs.
- B. Venue Research Assistant (1+) - research possible venues for NVBS workshops, activities and meetings. Provide cost and date proposals to the Board of Directors. Work with other committee chairs. Venues needed for the following occasions: Thursday night meetings - January, February, March, April, May (including extended hours for May Auction), June, September, October, and November; Workshops - held on weekends after the Thursday night meetings; December Holiday party; Just Beading Sessions - any time, but especially nice in July and/or August.
- C. Budget Committee Member (3) - A Budget Committee shall prepare and present an operating budget to the membership for approval at the annual meeting for the forthcoming fiscal year. The Budget Committee shall be appointed by the Board of Directors, and shall be comprised of three NVBS members, one of whom must be the current Treasurer and at least one of whom shall be from the general membership.
- D. Etsy Sales Manager (1) - oversee adding and deleting content to the NVBS Etsy site, respond to inquiries, package and mail Lorraine Morton pieces to their new homes, etc. Maintain accurate inventory of all Lorraine Morton pieces. [www.nvbs.etsy.com](http://www.nvbs.etsy.com)