

GRBS Job Descriptions

last updated Sept 4, 2014

Category	Responsibilities
Chair	<ul style="list-style-type: none"> • Preside at regular monthly meetings of the Society, Steering Committee meetings and the Annual meeting. • Call meetings and prepare agendas in conjunction with the Secretary at least one week prior to the meeting • Reviews minutes of meetings produced by the Secretary before distribution to the Steering Committee • Book meeting rooms for Steering Committee, Regular meetings and Special Events. • Reply to, or forward for reply by other Steering Committee members, email enquiries received via the website. • Ensure that the Officers and Steering Committee are abiding by the regulations as laid out in the Bylaws and Policies of the Society as it relates to their individual program. • Act as spokesperson and official representative of the Society as appropriate at activities and events. • Interact with other Bead Societies <p>Bead Show related tasks:</p> <ul style="list-style-type: none"> • Manage Door Prizes at annual Bead Show. Work with Show Vendor Co-ordinator to collect one donation from every vendor. Some vendors may choose to donate more than one. Need 3-4 prizes to be awarded twice a day. Value of prize is approximately \$10-15. • Co-ordinate Master of Ceremonies activities at Annual Bead Show. Reduce frequency of announcements from last year. • At the show act as liaison with hotel staff for issues like heat, lighting, garbage, etc.
Treasurer	<ul style="list-style-type: none"> • Regular processing of revenue and expenses • Depositing funds in Society's bank account • Issuing cheques • Maintaining petty cash expenses • Preparation of floats for special events • Recording revenue and expenses in ledger • Preparation of annual financial statements and quarterly reports to the steering committee • Preparation of annual budget <p>Sources of Revenue Requiring Deposit</p> <ul style="list-style-type: none"> ○ Membership fees ○ Techniques Night registrations ○ Bead Show class registrations ○ Bead Show vendor fees ○ Bead show entrance fees ○ Special Events & Workshops <p>Types of Expenses Includes, but not limited to:</p> <ul style="list-style-type: none"> ○ Promotional & Membership print material ○ Advertising

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	<ul style="list-style-type: none"> ○ Website – Expenses related to the registration of domain, host, etc. ○ Meeting venue ○ Bead show venue ○ Payments to Instructors or presenters ○ rentals ○ Trade Shows – when participating expenses may include insurance, electricity and rentals, etc. ○ Display Material – screens, tablecloths, etc. ○ Bag o’ Beads Challenge expenses <ul style="list-style-type: none"> ● Treasurer or designate attends GRBS events to ensure funds collected are recorded and deposited to the GRBS accounts. <p>Bead show tasks:</p> <ul style="list-style-type: none"> ● Work with Reception to manage payment money to ensure attendance counts are easy to determine. Payments are made on membership, classes, volunteer gift payments to vendors and show entrance - last year this made it difficult to reconcile. Suggestions to reconcile at the end of each day. Need a system so it's easier in the future. ● Work with Volunteer Co-ordinators to manage Volunteer gift certificates, silent auction cash. ● Arrange payment for instructors ● Arrange reimbursement payment for advertising expenses ● Manage all venue-related financial tasks. ● Determine show profit and other stats and report to team.
Secretary	<ul style="list-style-type: none"> ● Record detailed notes of Steering Committee meetings including motions as appropriate ● After each meeting type the minutes, send to the Chair for review, then email to each member of the Steering Committee ● Record detailed notes of the Annual meeting including motions as appropriate. ● Maintain email list of steering committee members
Program Coordinator	<ul style="list-style-type: none"> ● Set up programs for each of the Society regular meetings ● One month before meeting date: <ul style="list-style-type: none"> Webmaster requires: <ol style="list-style-type: none"> 1. Text describing meeting topic. 2. Image of the meeting project. 3. Whether registration is required. If so, URL for registration info. 4. Member & non-member cost of meeting 5. Kit & colour information, if applicable Volunteer Co-ordinator requires the number of volunteers needed and what their tasks will be (in order to get people with the correct skills). A call for volunteers for the monthly meeting will be included in the registration link. ● Come up with ideas and receive suggestions from members on potential presentations or workshops

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	<ul style="list-style-type: none"> • Ensure the overall schedule provides members with a good variety of bead related programs such as hands-on activities, lectures, speakers etc. • A typical membership year would include one bag o’ beads challenge and the annual garage sale. • Prior to each meeting ensure instructions on how the room is to be set up and list of required equipment is sent to the venue. • Arrive early to each meeting to ensure: The room is set up appropriately and all necessary equipment is present • The guest speaker/instructor is welcomed and any last minute changes or overview is carried out. • Solicit a volunteer to coordinate and orchestrate all aspects of the Bag O’ Beads Challenge • Technique Night Management (once per year) Solicit 2-6 teachers for the night
Membership Co-ordinator	<ul style="list-style-type: none"> • Collects and tracks membership dues and forwards to the Treasurer with a copy of the membership application form, including initializing and indicating date of payment received • Collects and tracks funds at each meeting for new memberships, guest attendance and provides an itemized breakdown to the Treasurer • At monthly meetings manages reception desk, sign-ups of members for classes, including receipt of all monies for membership, collection of monies for any special classes, and when required arranges to have other Steering Committee members or GRBS members assist at entrance • Keeps a detailed and accurate computerized database (spreadsheet) of member information included, but not limited to: <ul style="list-style-type: none"> ✓ Membership number ✓ Name ✓ E-mail address ✓ Phone number ✓ Address ✓ Any other relevant information • Assigns a membership number to each new member • Prepares and distributes name badges and membership cards as required • Drafts appropriate policies and procedures, as required, related to membership to present to the Steering Committee for approval • Provides a welcome package to each new member that includes their membership card, receipt for payment, welcome letter, information on the GRBS and a copy of the Bylaws • Maintains an appropriate supply of all forms, letters, etc. required to carry out membership duties efficiently and effectively • Where possible assists in recruitment of new members and in providing information on GRBS • Contact first time visitors to follow-up on their becoming a

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	member.
Communications Sub-Committee	<p>The following team is responsible for communicating with Bead Society members via their respective media channels:</p> <ul style="list-style-type: none"> • Naomi - printed material • Natali - advertising • Pearl - FaceBook • Helen - email - Monthly meetings announcements are made by using the email addresses in the Membership spreadsheet. Both members and visitors (including "Email Only" tab addresses) are all contacted. • Helen - Website
Website	<ul style="list-style-type: none"> • Ensure GRBS domain name registrations are maintained. Identify and implement hosting service. • Update as required site content, including meeting schedules, special events, notices, links, photo gallery, and announcements • Keep the home page images fresh. • Seek opportunities to improve the website by adding new information or features of interest to members. <p>Bead show specific tasks:</p> <ul style="list-style-type: none"> • Create show page • Determine when info needs to be on website • Slideshow of Classes & Demo's • Display advertisers and sponsors on website • Post classes & demo info • set up classes for selling (PayPal) • Create a contact us page • Put local hotel information on website • put Map and Location info on website • Advertise who and what we (GRBS) are
Volunteer Coordinators	<ul style="list-style-type: none"> • Maintains a good relationship with all volunteers and makes sure that they know their efforts are appreciated • Solicits volunteers for all events including, but not limited to the Bead Fair, attendance at shows such as Ancaster Bead show, Bead Oasis, Creativ Festival, Monthly GRBS meetings, etc. • Works to maintain a roster of volunteers to be called upon to assist as needed for events with contact information. • Prepares a volunteer schedule and ensures a copy of it is present at the event in order that volunteers know who will be coming and when • Maintains contact and confirms with each volunteer their duty dates and times when confirmed and again one week prior to the event. • Keep a log of hours worked by volunteers • Be prepared to fill in when and if volunteers do not show up for their scheduled time.

Bead Show Related Positions

<p>Bead Show Co-Chairs Venue/Facility</p>	<p>Determine potential show dates</p> <ul style="list-style-type: none"> ● Check for other shows in the GTA or SW Ontario ● Check with vendors in our group as to which of the above mentioned shows they will be attending to determine the non conflicting dates for our show that should be requested for the venue <p>List local available conference or trade show venues in the area. Contact all for time and space availability Visit each site to check for:</p> <ul style="list-style-type: none"> ● ease of access from major highways ● size ● parking ● ramp from parking area to venue area/wheelchair accessibility wedges to keep outside doors open for ease of entry space for vendor tables and classrooms either separate or ability to separate ● in house tables? Note how many and what kinds ● electrical outlets- how many and where located ● lighting in the space ● schematic diagram of space with outlets marked for accurate table layout ● location of ATM's, coffee/snacks, hotel accommodations either within facility or nearby <p>Provide location with table layout if they will be handling set up be on hand for set up before vendors arrive confirm with facility about opening and closing procedures for hours needed by vendors facilitate vendor entry and exiting.</p>
<p>Bead Show - Vendor Co-ordinator</p>	<p>Forms:</p> <ul style="list-style-type: none"> ● Create Vendor application form ● Set booth fees with Treasurer <p>Letters to vendors:</p> <ul style="list-style-type: none"> ● Decision made at post-mortem meeting to continue to have finished goods at show but to not encourage it. ● send advance notice with application form, membership form, instructor form, & show guidelines to previous vendors ● Work with Chair to solicit door prizes ● do lots of follow-up, answering questions, inquiries from new vendors etc. ● send second mailing of application forms to potential new vendors ● send mailings re marketing opportunities ● send final pre-show mailing just prior to show with last minute details & layout ● send post show mailing for eval. & feedback <p>Receive Registration from Vendors</p>

	<ul style="list-style-type: none"> • maintain spreadsheet of vendors: space paid for, contact information, money paid, membership status • receive cheques & pass to Treasurer • pass membership forms to Treasurer • file vendor application forms • follow up with vendors who haven't paid on time
Bead Show - Venue Layout	<ul style="list-style-type: none"> • measure & draw space to scale using Adobe Illustrator software • allocate space to vendors according to number of tables paid for: • pay attention to vendors who should not be side-by side; • place vendors with attractive displays in prominent positions • group finished jewellery vendors together • decide on location & layout of ancillary tables (bead groups, demos, registration, silent auction) • plan for classroom space & tables & add to layout • make layout changes (if possible) on request by vendors
Bead Show Classes & Demos Co-ordinators	<ul style="list-style-type: none"> • Sets classes, schedules, instructors, fees • contact instructors • Work with Communications team to develop promotional materials • registers students, collects fees • sets up rooms • Provide Treasurer with a list of the instructor names and the amount they should receive in payment. • Ensure a brief, but accurate description of each class is written and includes: <ul style="list-style-type: none"> • Any required preparatory homework required • Whether additional kit fees are applicable, how much it will be and what the kit fee includes • Ensure samples, as appropriate are available • Ensure that the list of classes and descriptions are written up and communicated to the Communications sub-committee for advertising (website, email, etc.). • Determine how many classes and when • Determine if classes will be available for purchase at the show as well as the pre registration • Update instructor request with what GRBS is looking for • Determine when to send out requests • Determine who to send out request to • Determine date the instructor request needs to be sent out • Determine due date of instructor requests • Pick classes from the submitted forms • Notify instructors • Arrange to gather samples of each class before the show • Determine when, where and for how long each class will be • Keep instructors in the loop about how many have signed up for classes • Confirm registrants as they register • Create Class Display Board for the show • List should include registrants names, email address' and method

	<p>of payments</p> <ul style="list-style-type: none"> ● Create a Class List for Host, Volunteer coordinators ● Post a Class list in the class room section complete with Student info ● Have MC announce each class if only to bring attention to class' ● Have comment cards or evaluations available for registrants to leave feedback at the end of the class. <p>Demos</p> <ul style="list-style-type: none"> ● Determine how many demos and when ● Determine when to send out requests ● Determine who to send out request to ● Determine date the demo requests needs to be sent out ● Determine due date of demo requests ● Pick demos ● Notify instructors ● Arrange to gather samples of each demo before the show ● Determine when, where and for how long each demo will be ● Give photos and info to web developer ● Advertise as per Steering committee's decisions ● Keep instructors in the loop with Demo updates ● Update GRBS about upcoming demos ● Create Demo Display Board for the show ● List should include demonstrators names and info ● Create a Demo List for Host, Volunteer coordinators ● Have MC announce each Demo shortly before they begin
<p>Bead Show - Reception</p>	<ul style="list-style-type: none"> ● Determine layout of reception area (greeter, payment, class signup & samples, email capture, membership info, area to fill out door prize ballot, etc.) ● Determine what information you'd like to capture (email addresses, how they heard about the show - anything else?) ● Determine how to best capture emails (fill it in themselves on ipad ?) and arrange for equipment needed. ● Prepare script for people to best solicit email info. ● Prepare a sheet with all rules/info, all frequently asked questions for volunteers eg. payment rules for children, seniors, where's the closest ATM, where can I buy a coffee, etc.) ● Work with Treasurer to determine how to manage money such that people count is easy to do. ● Work with Volunteer Co-ordinators to determine what tasks are needed in reception.
<p>Bead Show Volunteer Co-ordinators</p>	<ul style="list-style-type: none"> ● Define roles (work with Reception on this) ● Define time slots ● Recruit volunteers ● Schedule volunteers into time slots ● Compose and send "Instructions to volunteers" email (See last year's document "Instructions to Volunteers") Co-ordinate this document with person responsible for Reception. ● Arrange for volunteer gift (gift certificate for \$15 to spend at the show)

	<ul style="list-style-type: none"> ● Set a schedule and coordinate coffee runs, vendor booth coverage, etc with volunteers. ● Define time lines for when the various tasks need to be started/completed.
Bead Show - Advertising	<p>Promote the Bead show via:</p> <ul style="list-style-type: none"> ○ Press releases ○ Print material/signage. ○ Showcases/Displays/Libraries ○ Newspapers/magazines/Newsletters ○ Radio/TV ○ Shops ○ Websites ○ Guilds/Societies <ul style="list-style-type: none"> ● Define time lines for when the various categories need to be started/completed. ● See "Advertising Task List" document for more details
Sponsors	???
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Tasks dropped for 2013	<p>Silent Auction - Dropped for 2013</p> <ul style="list-style-type: none"> ● Have form made up way ahead of the event ● Form should have: Name, Address, email and phone for the bidder along with the bid amount ● The Silent Auction should run both days: Separate items for each day which is basically like having two auctions. ● Begins at Show opening, closes at 3pm. ● Bids should have minimum bids and set bidding increments ● The Auction should be announced at the moment the show opens an repeated throughout the day. ● Would be nice to get an impressive item from a sponsor like John Bead ● Will write down the basic auction rules to be posted during our event. ● All auction items to be picked up in person and paid for, form to be signed by winner to confirm they received item. ● May be give out silent auction dollars in our goodie bags as an incentive to bid. ● Prizes not picked up will be mailed to winners or go home with on of the steering committee members to be picked up. ● <p>Show Goodie Bags (for first 25 visitors each day) None in 2013</p> <ul style="list-style-type: none"> ● Awarded to the first 25 persons visiting the show each day ● Goodies bags should consist or bead or bead related items ● A vendor can offer to supply 25 items for each day or whatever they <p>Make and Takes - will not be doing them in 2013</p> <ul style="list-style-type: none"> ● Determine how many make and take, when and how many registrants per make and take ● Determine when to send out requests

	<ul style="list-style-type: none"> ● Determine who to send out requests to ● Determine date the make and take requests needs to be sent out ● Determine due date of make and take requests ● Pick make and takes ● Notify instructors ● Arrange to gather samples of each make and takes before the show ● Determine when, where and for how long each make and take will be ● Give photos and info to web developer ● Advertise as per Steering committee's decisions ● Keep instructors in the loop with make and take updates ● Update GRBS about upcoming make and takes ● Create make and take Display Board for the show ● List should include instructors names and info ● Create a make and take List for Host, Volunteer coordinators ● Have MC announce each make and take shortly before they begin to draw registrants only can. ● Goodie bag items MUST be received ahead of time in order to be assembled. ● Suggest adding \$5.00 of Silent auction bucks also as a prize and incentive. ● Also include our GRBS brochure, program and membership forms. ● Consider two for one admissions to the next show, plus TBS coupons or any other special offers from vendors. ● Really use this as a vehicle to promote our event and the participants. ● May have a single draw for a bead-related gift basket.
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