

Warren County Ohio Beekeepers Officer Positions and Responsibilities

President:

The duties of the WCOB President include but are not limited to the following tasks:

- Lead and conduct monthly meeting
- Lead and conduct board/business meeting as needed
- Assist the other officers as needed
- Respond to any communications directed to the club
- Coordinates any club special events such as Bee School, Club Picnic, and Christmas Party
- Submit articles to the Beezette

Vice President:

- Serves the president, other club officers committees and the general membership
- Learns and helps with the presidents duties and fills in or takes over as necessary
- Welcomes new members and guests.
- Announces important club updates
- Manages education and speakers.

Treasurer

Requirements: This position requires a working knowledge of double-entry bookkeeping.

Tasks:

- Maintain list of active members
- Keep financial records and create reports (Balance Sheet and Profit/Loss Statement)
- Process receipts and disbursements
- Maintain and reconcile bank accounts
- Report financial status at meetings
- Submit annual report to OSBA as part of Affiliate program
- File Federal and state reports as necessary
- Provide tax exempt certification to vendors as needed
- Maintain club's mailing address, currently a P.O. Box

Web Manager

Manages the web site activities including but not limited to:

- Web Design
- Form and questionnaire design
- Maintains Member Data Base and associated member driven maps
- Club online Calendar
- Posts of upcoming events and Special messages

Director of Education:

- Assists Vice-President on monthly meetings, educational topics/speakers
- Directs and is available for local fair educational booth and Bee School content.
- Touch base and support beekeepers that have received club scholarship/hive material/Nucs (directs/helps to guide their monthly report to the club members.

Office of Secretary:

- Supports monthly club meetings
- Keep officer meeting minutes, document and distribute.
- Supports creation and publication of club documents, including the Beezette
- Monitor and follow-up on GMail account emails.

Board Members:

- Supports officers and club with historical knowledge, experience and expertise

December 5, 2022