

**THE BEAD SOCIETY OF SOUTHEASTERN VIRGINIA (BSSV)
DUTIES OF THE EXECUTIVE BOARD
2008**

Qualifications for Board Membership:

Members seeking to hold BSSV offices should be current in their dues and be able to commit the time necessary to handle the duties of the office and attend BSSV meetings and Board meetings. (Computer capability and internet access is strongly recommended.)

PRESIDENT

The President is an ex-officio member of all committees. While occupying this chair, the President must remain impartial.

1. The President will be responsible for:
2. Preparing meeting agendas.
3. Calling all meetings to order on time
4. Ensuring compliance with the bylaws of the BSSV
5. Ensuring meeting minutes are presented, insuring corrections and approval, as needed.
6. Ensuring a report of the treasurer is presented
7. Moderating discussion of all motions during the meeting and informing attendees on the progress of the motion.
8. Signing all BSSV written communications, as required
9. Presiding over meetings of the Executive Board
10. Acting as the BSSV representative of the organization to outside persons and/or organizations
11. Ensuring information is presented clearly in accordance with Robert's Rules of Order
12. Acting as liaison with the web host for the BSSV website
13. Carrying out other responsibilities as assigned

VICE PRESIDENT

The Vice-President will be responsible for:

1. Assuming all responsibilities and duties of the President in his/her absence
2. Overseeing the nominating committee
3. Overseeing the election committee
4. Planning and overseeing meeting programs
5. Carrying out other responsibilities as needed

RECORDING SECRETARY

The Secretary will be responsible for:

1. Recording the proceedings of all meetings.
2. Maintenance of the attendance roster.
3. Having copies of the BSSV Bylaws and membership rosters on hand at meetings.
4. Providing minutes of the previous meetings.
5. Attending to official correspondence.

6. Keeping and maintaining files of all BSSV documents.
7. Maintaining lists of all committees and their members.
8. Carrying out other responsibilities as needed.

TREASURER:

The Treasurer will be responsible for:

1. Providing a report of treasury holdings at each meeting of the BSSV.
2. Collection of all monies due the BSSV
3. Writing checks. Obtaining a co-signature on all checks made out to the treasurer.
4. Maintaining a BSSV bank account.
5. Depositing and withdrawing funds.
6. Receiving and filing membership applications.
7. Writing and dispensing membership cards.
8. Carrying out other responsibilities as needed.

NEWSLETTER EDITOR:

The Newsletter Editor will be responsible for:

1. Preparing, emailing and mailing the monthly BSSV newsletter.
2. Coordinating posting of newsletter on our website with the web host.
3. Carrying out other responsibilities as needed.

Adapted from the 2004 *Duties of the Executive Board* in September 2008 at a meeting of the 2007-2008 Executive board including: Sandy Westbrook, Milyn King, Eva Washington and Tammy Bacot.

Proposed changes were posted in the September issue of the BSSV Newsletter and read aloud to the membership at the General meeting on September 21st 2008.

***Duties of the Executive Board* as posted and read were approved by a unanimous vote of the membership at the BSSV meeting on October 19th 2008.**