

Prairie Star Quilters Guild
Position Description

Beekeeper

Purpose:

The incumbent is responsible for facilitating the formation of new Bees and helping to place members into existing Bees that have openings.

Term and Qualifications:

Elected for a one-year term. There is no limit on the number of terms.

Major Responsibilities:

1. Serves as a member of the Board of Directors and attends monthly Board meetings or submits a written report.
2. Maintains a list of current Bees and a contact person for each. Provides list to President at the October Board meeting.
3. Maintains a working list of people interested in joining or starting a Bee. The list should contain name, telephone number, email and snail mail addresses, type of Bee (longarm, general, wool, applique, daytime or evening, Saturday), and date.
4. Schedules and promotes new Bee Kickoff Meetings. This activity may include sending invitations, as well as facilitating the meeting by providing an agenda that moves the group toward self-sufficiency.
5. Provides Media Chair with a list of open Bees for PSQG Website. Updates list as needed.
6. Provides a year-end report to the Board that includes goals accomplished, new Bees formed, and on-going activities.
7. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
8. Annually reviews position description and recommends changes as needed to the Board.