



**Northern Colorado Beekeepers Association**  
Board Member at Large  
Position Description - Generic

**Board Member at Large -**

The NCBA board included four Board Member at Large positions. Per the bylaws, each BML chair and lead at least one committee. Members at Large serve in a voting capacity.

Board Members at Large (BMLs) – The primary duties of BMLs include:

- a. Attend scheduled meetings of the Board
- b. Provide a perspective on matters brought before the Board in a timely manner.
- c. Provide an ongoing update of any committees or projects.
- d. Assist in recruiting committee members and back-ups for committee.
- e. Vote on Association matters called to a formal vote within the Board.
- f. Chairing a minimum of one committee.

**NCBA Committees for BMAL:**

- Swarm Hotline
- Bee Package Ordering
- Beginner Beekeeping Class
- Speaker Programming
- Scholarship Program
- Marketing/Website/Social Media Channels
- Mentoring/Bee Buddy Program
- Extractor and Oxalic Acid Loan Program

**BMAL Experience and Requirements:**

- BMAL positions do not require extensive beekeeping experience. These positions are designed to introduce individuals into the Board and its administrative and project processes.
- Committee assignments may be seasonal, such as Swarm Hotline and Bee Package pickup, whereas speaker programming may be year-round.
- These positions require a PC or similar, cell phone, access to email and the internet.
- Depending on the position, specific computer skills may be required. Example: Swarm Hotline committee require Excel or Google spreadsheets, among other skills. Speaker programming may require professional email outreach and communication skills.

**Estimated hours required per month:**

- Executive Committee meetings: 12 times/yr for 2 hours 2 hours
- Meeting prep) 30 min- 1 hour
- Attendance at usual monthly regular meeting (not mandatory but highly recommended) 2 hours
- Committee work depending on the committee 1-2 hours/month
- Any additional volunteer assignments TBD