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
• 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