



**Northern Colorado Beekeepers Association**  
President  
Position Description

**Overview:** The President shall provide leadership and oversight to association operations, arrange and conduct meetings, direct business of the organization, call special meetings when necessary, and any other duties as necessary.

**Experience and Requirements:**

- This position requires a PC and access to email and the internet.
- Computer skills to include programs such as Word, Excel, Powerpoint and Zoom.
- Wordpress or technical ability to learn simple administrator view and actions of Wordpress for assisting and backing up webmaster with edits is helpful.
- Budgeting experience.
- Preferred prior experience as an NCBA board member.

**Specific Duties:**

- Lead the association strategy and goals for the fiscal year.
- Recruit, orient, and retain board members and provide succession planning opportunities.
- Recruit or appoint committee chairs subject to the approval of the Board.
- Set the meeting time, place and agendas for the monthly board meetings including aligning with pertinent industry interests, committee and project reports, financial reporting and meeting minutes.
- Serve as a point of contact or knowledge base for members or non-member inquiries.
- Be a signatory to Association bank accounts, but will not have checkbook or credit card.
- Collaborate with general meeting speaker programming.
- Publish a monthly communiqué to be released to all members during the first week of the month to include: Set the meeting time, place and agenda for the next three-monthly meetings; pertinent industry interests; and a summary of association business matters, including meeting minutes.
- Collaborate with Treasurer to insure association follows all specific guidelines for 501c3 status.
- Serve as Past-President Advisor the year following presidential administration.
- Represent NCBA at Colorado State Beekeeper's Association leadership meetings or inquiries.
- Represent NCBA at local and regional events or communications.
- Serve as an ex-officio member of all committees except the nominating committee.
- Provide leadership oversight, participate and/or be back up for the following projects and committee work:
  - Ranch Bee Yard
  - 4 H
  - Bee Package Sales
  - Beekeeping Class



- Larimer County Fair and other major events
- Swarm Hotline
- Extractor and OA loan program
- Marketing/Social Media (FB, YT)
- Mentoring/Bee Buddy
- Member Retention and Engagement
- Scholarship Program
- Benevolent Fund

- Periodically design and implement a Member Satisfaction Survey.
- Understand components of technical AV set up of the general meetings.

**Estimated monthly hours required for meetings:**

- Direct Board of Director meetings: 12 times/yr 2 hours
- Attend and lead general monthly meetings 3 hours

**Estimated hours required for duties:**

**Monthly:**

- Prepare and distribute electronic monthly newsletter 2 hours
- Review data, prepare and provide monthly and reports to board 1 hour
- Prepare for monthly general member meeting 1 hour
- Other communications, collaborations, etc 5 hours

**Other:**

Represent NCBA at CSBA quarterly leadership meetings, communications, etc 3 hours/quarter