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