



**GENERAL MEETING
SPEAKER COORDINATION BMAL
POSITION DESCRIPTION**

Duties: Research and schedule educational and informational content for the 10 NCBA general monthly membership meeting.

Speaker Budget: \$4000 per year

Monthly Meeting Speaker Honorarium Amount for Member Speaker:
TBD on a case-by-case basis.

Monthly Meeting Speaker Honorarium Amount for External Speaker: \$100 + other
Speakers travelling more than an hour: \$100 plus additional for travel expenses, gas, time, etc.
Speakers. We also have the capability to offer travel to one high-expertise speaker a year.

Experience and Requirements:

- This position requires a PC and access to email and the internet
- Computer skills to include programs such as Word and Excel, Google docs or similar
- Organization and tracking skills
- Written and oral communication skills

Estimated hours required per month:

- | | |
|---|------------|
| • Board Meetings: 12 times/yr | 2 hours |
| • Meeting prep for report out | 30 minutes |
| • Attendance at usual monthly regular meetings) | 2 hours |
| • Contacting and confirming speakers via email or phone | 2 hours |



PROGRAMMING SAMPLE SPECIFICATIONS:

Ideally, two speakers per meeting.

Speaker One: a 15-20 minute presentation from an NCBA member sharing personal insight, technology, etc. This speaker may be at adjunct for the usual monthly content as described below (not comprehensive or ideal, examples only):

	TOPICS
Jan	Bee Packages and Hardware
feb	Treating/counting Mites - How to install Package / Feeding and how long /hive placement, bottom board demo, swarm program
mar	Swarm Protocol / LOCAL SWARM MEETING LOGISTICS and PROCESS
apr	SPLITS / mentorships / queen evaluations
may	Gardening for pollinators. what are new hives doing? Feeding? Watch for? Requeening? Gardening for pollinators
june	NUCS - Making NUCS / when to requeen?
july	extractor use/class/ identify diseases and management
aug	What to do with honey, extraction, bee products, etc Extractor demo, etc
sep	Winterizing your hive
oct	Products of the hive / what to watch with your hives, repair/prepare equipment, good reads/websites
nov	calendar planning
dec	budget meeting

(Note: Members who have received scholarships are required to present at a club meeting, volunteer as committee members, or write an article for the club newsletter.)

Speaker Two: a 45-minute presentation from an external source, preferably academic or better bee practices, new standards or technology, etc.



PROCESS

For Speaker One (local or member speakers)

In collaboration with other board members, create a possible topic list for the year.

Partner with the Board and social media/marketing to market and request members for local presenters.

Partner with the Scholarship committee to determine if there are any recipients who need an opportunity to present.

Review the Speaker List to see if there are local speakers available for the topics.

Schedule as necessary.

Confirm speaking one week prior to general meeting.

Honorarium: Maintain communication with Treasurer to acquire honorarium check for each speaker. Present honorarium to speaker at some point during the meeting.

For Speaker Two (External Speakers)

Review the Speaker List and select speakers with topics that are relevant and improving the skills and knowledge of beekeepers in Northern Colorado.

Present speaker budget to the board at a board meeting.

Send an email using the Speaker Outreach Email Template.

Confirm date and report to board.

Confirm speaking one week prior to general meeting.

Honorarium: Maintain communication with Treasurer to acquire honorarium check for each speaker. Present honorarium to speaker at some point during the meeting.