



Northern Colorado Beekeepers Association
Vice - President
Position Description

Overview: The primary role of the Vice President is to learn the duties and responsibilities of the President's position to prepare for the President's role. It will be assumed that the VP will ascend into the role of President in the subsequent year upon the President's term limit or resignation. It shall share the responsibilities of the office of Vice President to assist the President in his/her duties and learn the specifics of the position.

The Vice President shall assume the duties of the President in his/her absence or inaction. The Vice President may choose a specific committee or project to lead based on their interest and experience.

Experience and Requirements:

- This position requires a PC and access to email and the internet.
- Required computer skills 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 will be helpful.
- Preferred budgeting experience but not required.
- Preferred prior experience as an NCBA board member.

Specific Duties:

The Vice President will learn and understand how to do the following:

- Build an 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.
- 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 and understand the checks/balances of NCBA financial processes.
- 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 Sponsorship
 - 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
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- How to gather and assess member satisfaction and engagement.
 - 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.
if necessary 3 hours/quarter