**NSBKA Committee Members – Outline Roles 2021**

**Executive Committee**

**Chairman (Exec)**

* Providing leadership for the committee in their role of setting the strategy and policy of the association
* Chairing and facilitating meetings
* Representing the association at appropriate events, meetings or functions
* Acting as a spokesperson for the association where appropriate

**General Secretary (Exec)**

* Preparation of agendas for committee meetings and AGM
* Writing minutes for committee meetings and AGM
* Acting as the first point of call for communicating with BBKA
* Acting as a first point of contact and communication for general enquiries
* Distributing the association newsletter electronically by eR2 and printing off and posting association newsletter for the few non-email members.
* Letter writing for and on behalf of NSBKA
* Co-ordinating bulk feed order in time for June ‘gap’.
* eR2 viewer

**Association Treasurer (Exec)**

* eR2 Manager
* Keeping the Association accounts - checking that they balance with the monthly statements
* Collecting / paying in the subscriptions
* Paying out BBKA, BDI and Beecraft subs/fees.
* Paying in any other monies received
* Paying out any expenses incurred once checked and approved
* Reporting to the Committee
* Producing Annual Report to the AGM
* Issuing BDI certificates
* Updating NSBKA committee details on eR2.

**Committee Members**

**Events Co-ordinator**

* Compiling the annual calendar of meetings and apiary visits.
	+ Liaises with the Education Secretary over education and training aspects.
* Compiling risk assessments for events and apiary meetings.
* Booking venues and ensuring access arrangements.
* Contacting and confirming speakers. Following up with thank you letter.
* Ensuring attendance lists are completed at NSBKA events.
* Organising and booking Association Christmas Dinner.
* Organising and monitoring refreshment rota for meetings and apiary sessions, as required.
	+ Delivering (or ensuring delivery of) tea, coffee etc for each meeting.
	+ Rota: normally three people for each meeting to ensure provision of cakes and washing up does not fall solely on one person.

**Education/Exam Secretary**

* Organising and promoting training and events as agreed with Committee.
	+ Liaises with the Events Secretary over programme aspects.
* Encouraging members to study for and take BBKA modules and assessments appropriate to their experience and ability
* Actively promoting BBKA practical assessments, arranging training and assessments.
	+ Agreeing dates and arranging a qualified Assessor when appropriate and a suitable apiary when required.
	+ Providing suitable facilities and refreshments for visiting Assessors, (unless the assessment is at the candidate’s home).
	+ Ensuring a 'third' person is on hand during assessments with functional mobile phone.
* Providing current syllabi, supporting candidates as required, and promoting and encouraging ‘self help’ study groups for BBKA Modules.
* Providing candidates for BBKA examinations with the eR2 link to the application form.
* Organising module examinations:
	+ Arranging the place/venue for the written examinations.
	+ Recommending the Invigilator and notify the BBKA
	+ Notifying the candidates of the time and venue for the written examinations
	+ Issuing rules for the written examinations prior to the Examination.
* Receiving all Certificates and arranging for their early presentation at a major Association Meeting, coordinating appropriate publicity - including appropriate congratulations to any successful candidates in Beelines;
* Ensuring details of all NSBKA exam results are correct on the eR2 Exam Portal
* eR2 Viewer

**Membership Secretary**

* eR2 Approver.
* Preparing and sending out membership renewal notices in October and subsequent reminders.
* Coordinating with Treasurer when payments and new members come through.
* During the year acting as first point of contact for membership enquiries, sending out joining packs, answering questions about the Association and inviting potential members to a couple of meetings.
* Meeting and welcoming potential new members at meetings.
* Registering new members on eR2 for both NSBKA and BBKA and keeping committee members updated on membership.
* Informing Bee Craft magazine of new subscribers throughout the year.
* Passing contact details to relevant committee members when requested.
* Compile swarm register and upload details to eR2.
* Maintaining NSBKA Facebook group with current members who ask to join and removing those who are no longer members.
* Directing Australian Beekeepers to North Shore BKA (Sydney) for both Facebook and membership!

**Librarian**

* Looking after the stock of books held by the NSBKA:
	+ Keeping the books clean and dry and in a safe place
	+ Maintaining records of loans and returns to any member of the association
	+ Being available for collection or return from home or other agreed place
	+ Making the books available at association meetings
* Maintaining the central list of stock on the NSBKA website and auditing stock.
* Directing enquiries about reference books for study to the education officer or other appropriate member

**Newsletter Editor(s)**

* Time Required:  approx 10 hours a month plus attendance at meetings.  More time if the editor(s) have to compose a significant number of the articles for Beelines.
* The role can be done by one experienced bee-keeper, or job-shared between two (perhaps one experienced, and one newer).
* The editor(s) should preferably be visible member(s) of NSBKA, able to attend most Association events.
* Basic computer and word processing skills, internet access, and the ability to take and manage digital photographs are necessary.
* Other requirements include: liaison with Committee members for Association input; the ability to encourage members to write articles and take photographs, or produce them if copy is short; and sufficient time management skills to ensure publication around the 1st of each month.

**Association Webmaster**

* Hosting the association website
* Maintaining information on the website in an up to date manner. This primarily requires two key periods of activity:
	+ November/December - updating new committee details (post AGM), following year's programme details and membership contacts
	+ March/April - updating membership contacts (after renewals) and swarm collection list (prior to swarming season)
* Updating as required: Library book list, useful links, forthcoming course info etc.
* Producing the fold-out printable annual programme booklet

Opportunities:

* To redesign or refresh the website, develop the content and photography
* Chance to develop/practise technical web design skills

Requirements:

* Access to computer, suitable web-design and photo editing software and web hosting space
* A reasonable level of technical skills in web-design
* Design awareness