

BUCKEYE STATE BUTTON SOCIETY POLICY AND PROCEDURES

POLICY NO. 7 - JOB RESPONSIBILITIES

Approved, April 2006

The tasks and responsibilities of Officers and those appointed to positions in the organization are outlined to clearly delineate what must occur to ensure smooth operations of the Society.

PRESIDENT

- Assumes responsibility for the overall operation of the Society.
- Actively develop progressive strategies for the growth of the Society.
- Schedules and presides at meetings.
- Provides members of the Board of Directors with an agenda prior to each meeting.
- Appoints standing committee members.
- Assures that communication with National Bulletin and other publications occurs.
- Assures that local clubs are kept aware of appropriate information.
- Identifies problems and issues and brings them to the Board of Directors.
- Assures that audit is done prior to or at Fall Meeting.

VICE PRESIDENT

- Performs the duties of the president in his/her absence.
- Assists the president in identifying issues that need to be addressed.
- Offers suggestions/support to other officers/board members as indicated.
- Assist President in progressive strategies.

SECRETARY

- Keeps minutes of the proceedings of the Society and Board of Directors.
- Conducts correspondence.
- Keep on file up to date copy of the Constitution and By-laws.
- Update the Policy Book as appropriate.
- Maintain a roster of all active clubs within the state.
- Submits minutes of the Board and General meetings to the Editor, to be published in the Bulletin, immediately following the meetings.

TREASURER

- Maintains custody of all funds through an appropriate financial institution with a minimum of two signers, one the Treasurer and the other approved by the Board.
- Maintains orderly financial records.
- Pays all bills approved by the President.
- Prepares periodic complete financial reports for all meetings.
- Submits and prepare all necessary tax documents.
- Receives and presents all expenditure requests to the Executive Board for approval.

BUCKEYE STATE BUTTON SOCIETY

POLICY AND PROCEDURES

- Prepares and submits all financial records to the Auditing Committee at the Fall meeting each year.

BOARD CLUB REPRESENTATIVE

- Act in an advisory capacity to Society Officers.
- Acts as a liaison to members of the individual Club.
- Provides communication between Officers, Board Members and individual Clubs.
- Acts as a liaison between Board appointed Chairs and individual Clubs.
- Provides Board Members with input from local Club members.
- Provides current Officers to President and Data Keeper.

MEMBERSHIP CHAIR

- Maintains internet access for email communication from members and for Web Site inquiries, membership requests and renewals.
- Collects dues from the membership and forwards to the State Treasurer. Indicate if they are a Booster and type (Color Fund or Junior).
- Send bulletin to new members who join during the year.
- Collect \$5.00 for copying and mailing any bulletins missed by member renewing late.
- Submits list of unpaid members (from the previous year) by November 15 each year to Data Keeper and President.
- Keeps Data Keeper informed of all pertinent information. Including:
 - Date of joining, name, full address, zip code, phone, email address and indicate if information can be published.
 - Different seasonal addresses and dates of address change.
 - Status, Adult or Junior, when Junior include date of birth and sponsor name and address.
 - Difference in information found on check. (Example: Someone else paying dues.)
 - Booster and type (Color Fund or Junior)
- Communicates as needed with members regarding issues of membership.

BULLETIN EDITOR

- Maintains internet access for communications with members, clubs and other Button Societies and Editors.
- Responsible for the editing and publication of the State Bulletin three times a year: March 1, July 1, December 1. Publish Competition Awards in Spring, Competition Winners in Summer and State Roster in Winter Issues.
- Provide the Schedule for Club Articles Deadline. Email a reminder in a timely manner to Club President and Rep for any articles due.
- Obtain mailing roster of members in good standing from Data Keeper to be used for mailing purposes.
- Obtain advertising and collect fees. Fees are sent to the Treasurer.
- Approve vouchers related to publication of the Bulletin. Keep Treasurer informed and follow up with all appropriate paperwork.
- Submit Expense Report to the Treasurer, including all expenditures related to publication, by the 15th of the month following the publish date.

BUCKEYE STATE BUTTON SOCIETY

POLICY AND PROCEDURES

- Membership Roster of name, address, phone number and email address of each member is included in the Winter Issue of the Bulletin. Every effort for those who do not wish their information printed must be made from information provided by the Membership Chair.
- Network with other Bulletin Editors and other button collectors as appropriate to obtain pertinent information and promote button collecting in Ohio.

CHAIR OF AUDITING

Chair of Auditing and one other individual will audit the financial books before or at the Fall Meeting using recognized good accounting practices. Documentation of audit will be submitted to the Treasurer and President.

CHAIR OF NOMINATING COMMITTEE

Chair and two members will present a Slate of Officers not later than the Spring Show of an election year. (even years).

CHAIR OF NATIONAL SHOW AWARDS

Chair, working with one other person, shall select the list of National Show Awards to be submitted by the State Society. These awards may be chosen from the Ohio Spring Competition awards of that year. Three special awards are given each year in the amount of \$5.00 for First, \$3.00 for Second and \$2.00 for Third. The money is requested from the Treasurer and sent with award information to the Special Awards Chair listed in the National Bulletin. These must be in her hands by August 1 of each year. The dollar amount above is the minimum amount which may be given (voted at National Board meeting August 2002). There may be special requests for awards from individuals. The dollar amount for awards may be increased if properly funded.

HISTORIAN/ARCHIVIST

Collects and maintains historical records of the Society.

TRAY SLIP CHAIR

Coordinates the trays checked in for competition at the Spring Show. Directs competitors to the appropriate table, supervises the Clerks, and answers questions. Maintains extra copies of Tray Slips and List of Entries forms. Entrant Numbers are assigned and paperwork completed according to the written procedure. Collects monies from the Tray Slip sales and gives it to State Treasurer. Keeps In-Take Log, List of Entries and any other pertinent information in their possession. Provide three copies of the In-Take Logs. One copy is given to the Chair of Judges when Tray Check-In is complete. When judging is completed, a list of Competitors and Entrant Numbers will be posted where the trays are hung for viewing. Names of competitors who have not given permission for publication must be blacked out. The third copy is given to person(s) responsible for scanning the winning trays. Indicate any competitors who have not given permission for publication. Coordinates the retrieval of trays at the end of the Show. Responsible for storing and replacing items as needed. Note: All forms can be obtained from the Data Keeper for copying.

BUCKEYE STATE BUTTON SOCIETY

POLICY AND PROCEDURES

Process enhancement responsibilities:

- Obtain List of Regulars from Chair of Judges prior to the Show.
- Schedule clerking staff for all times needed.
- Review duties with clerks. Have a practice session with clerks.
- Have Tray Finder Cards available to pass out at Tray Check-In. (Preferable printed on card stock.)
- Have container available for collection of monies.
- Request a few chairs and small table outside check in room.

CHAIR OF EDUCATIONAL EXHIBITS

Work with a committee to prepare and display an educational display at the National Show. This exhibit will be displayed at the following Fall Show.

DATA KEEPER

- Maintains internet access for communications with Board Members, Society Chairs and Clubs.
- Maintain current membership data based on information obtained from the President, Membership Chair and Club President/Rep.
- Maintain current Dealer information based on information obtained from the Membership Chair.
- Provide Membership Chair and State Treasurer of current lists of members in good standing by September 15 for purposes of Membership Drive

BUCKEYE STATE BUTTON SOCIETY

POLICY AND PROCEDURES

CHAIR OF JUDGES

- The Chair/CoChair of Judges is responsible for the selection of judges, and is in charge of judging at the Spring Show.
- Selects State Sponsored awards for spring competition.
- Validates all submitted awards before publication in the Bulletin.
- Prepares awards for presentation.
- Keeps track of novice/regular status, place in Bulletin for publication.
- Maintains supply of ribbons.
- Answers questions regarding published awards, identify problems and publish further explanation in the Winter Bulletin.
- Works with Tray Slip Chair to assure tracking of competitive trays.

SPRING SHOW RESPONSIBILITIES LIST

- **FRIDAY**
 - Finalize judges and clerks selections after seeing who is present.
 - Set up final judging teams.
 - As trays are turned in on Friday evening, measure and count buttons on all trays. Check mark as counted and measured.
 - Place button trays in numerical stacks.
- **SATURDAY**
 - Continue measuring and counting buttons on the trays as they come in.
 - Continue putting button trays in numerical stacks.
 - Place the control cards, classification sheets and suggestion sheets on top of each stack.
 - Obtain a list of the competitors and their numbers from the Tray Slip Chair.
 - Make sure tables are set up for the judging teams, number the tables, place supplies on each table.
 - 9:45 a.m. As judges and clerks enter the judging room, assign tables.
 - Give pep talk to judges and clerks. Review any information or rules
 - 10:00 a.m. Judging begins. Spot the trays after they are judged and check the control cards to make sure that they are filled out properly.
 - After judging is completed, prepare award money envelopes with names, etc. and put money in envelopes.
 - Prepare a brief report for Sunday morning General Meeting, number of trays submitted, number of judging teams, etc.
 - Add up points to see who is the new recipient of the Buckeye State Button society award.
- **SUNDAY**
 - Give report of judging results, thank judges and clerks.
 - Announce winners and present envelopes.
 - Announce and congratulate Novice stepping up to Regular.

BUCKEYE STATE BUTTON SOCIETY

POLICY AND PROCEDURES

PRIOR TO SPRING SHOW

- Send letter to potential judges and give judging information.
- Purchase envelopes for award money.
- Prepare control cards for each award, regular and novice.
- Obtain \$1.00 bills from the bank for the award envelopes.
- Check supplies and replenish if needed.
- Prepare "suggestions" sheet for judges, and classification sheets needed for each award.
- Present Tray Slip Chair with list of Regulars prior to Tray Check-In.

BEFORE THE SUMMER BULLETIN DEADLINE (submit June 1)

- Prepare, type and submit a list of the award winners for publication in the Bulletin.
- Prepare, type and submit "Notes from the Chair/CoChair of Judges, outlining the results of the Spring Show judging, etc. This also includes a report of Novice to Regular status of the competitors.

FALL AND WINTER

- Select State sponsored awards for spring competition.
- Validate all submitted awards before publication in the Spring Bulletin.
- Type up and submit awards for publication in the Spring Bulletin (submit date February 1).
- Answer questions regarding published awards, identify problems and publish further explanation in the Summer or Winter Bulletin.
- Maintain supply of ribbons and control cards.