

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