

GUIDELINES FOR THE BEEKEEPER

The Bylaws of the Tucson Quilters Guild include the position of Bee Chairperson among the Guild's standing committees and state that the function is "To keep a record of dates, places and contact information for bees".

Duties:

1. The Bees Chairperson, commonly known as the Beekeeper, maintains a Bee notebook which contains a) this job description; b) up-to-date lists of open and closed Bees; c) information regarding starting a Bee and forms that might be used to obtain accurate information about currently active Bees; d) follow-ups of Bee activities, which may be reprints of newsletter articles and e) current and previous annual reports.
2. If desired, obtain a list of committee members or interested persons to form a committee. Recruit from membership, as desired.
3. Maintain an accurate list of open Bees in the Guild's monthly newsletter. Provide this to the newsletter editor within her/his publishing deadlines.
4. Maintain an accurate list of closed Bees. Provide this list to the Guild Webmaster for uploading onto the protected portion of the Guild website.
5. Give reports at the Business meetings either in person or to the president prior to meetings.
6. Make contact with each open Bee and each closed Bee at least once each year and update any changes in contacts, meeting times and places, and open or closed status. Update the information in the notebook, newsletter and website.
7. Occasionally write newsletter articles and/or address the general membership meetings, inviting those interested in starting a Bee or joining a Bee to contact the Beekeeper for assistance. Ask all Bees to keep the Beekeeper informed of any changes in meeting times, places, contacts and open or closed status.
8. Encourage members to have one-time Bees at a time convenient to them for new members to try out a Bee or learn about how to start a Bee.
9. The Beekeeper submits a report to the President on or before February 28th each year including information about the previous year's activity, budget or other concerns and recommendations for the coming year.
10. Upon term completion, provide the notebook with all items updated to the incoming Beekeeper.

Updated February 2015