

## **Bee-Keeper**

The Bee-Keeper is a volunteer position, appointed by the President with approval of the Board of Directors. The duties and responsibilities of the Bee-Keeper, as designated in the Guild By-Laws, are as follows: *To keep a record of dates, places, and contact information for associated quilting bees.*

Duties occur throughout the year and include, more specifically, the following:

1. To maintain a list of active bees affiliated with the Guild.
2. To publish the list of bees that are open to new members in the monthly Guild Newsletter and to publish the list of closed bees on the Guild Website.
3. To attend monthly Board meetings or submit a report in writing to the President.
4. To prepare an annual report for submission to the President and the Board that summarizes activities as well as concerns and recommendations. The report should be submitted on June 1 so that it is available for the new fiscal year.

Last Updated – April 2024