



BOARD OF DIRECTORS JOB DESCRIPTIONS

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These descriptions supersede "Officer Job Descriptions," 2015

March 23, 2021

Introduction: The members of the Board of Directors, which include one delegate from each of the local button clubs, shall review the current Bylaws of the Texas State Button Society. Elected and appointed officers should become familiar with their positions as stated in the Bylaws and in their job description.

President

Article VII, Section 1, TSBS: *Preside at all meetings, appoint the chairpersons of standing committees, and fulfill the office in accordance with Robert's Rules of Order Newly Revised, current addition.*

This job description continues with the responsibilities associated with this position:

- Meetings include at least two Board meetings and one general membership meeting annually. Prepare a draft agenda for each meeting. Send to Board members to review and add/edit items. Bring final copies to each meeting.
- Request a current list of all TSBS members from the Membership Chair.
- When vacancies occur in appointed Board positions, try for a good representation from the local button clubs. There are three required appointments, editor, membership chair and parliamentarian. Additional appointments listed in the Bylaws (Article VI, Section 2) may be made.
- Review the Bylaws at least once every two years to be sure they are current to what is needed for the Society to exist and grow.
- After elected, meet with the outgoing President to exchange information and to obtain any necessary records. Meet the TSBS Treasurer at the bank to become a signer on the TSBS account. The treasurer will bring the documents required by the bank.
- Write a "President's Message" for each TSBS Newsletter and email it to the Editors by their deadline date.
- Work with the Membership Chair; Marketing, Promotion and Publicity Committee; and the Club Presidents to develop plans for the society to grow.
- Attend the annual show and the fall workshop. Dates, hotel contracts and agendas are made by the host club but communicate with the host on lessons learned from past shows and budgeting.

Vice-President

Article VII, Section 2, TSBS Bylaws: *The Vice-President shall preside at meetings in the absence of the President or upon request of the President.*

Responsibilities may include:

- Attend at least two Board meetings and one general membership meeting annually.
- Assist the President with projects as assigned.

Secretary

Article VII, Section 3, Bylaws: *The Secretary shall keep a complete record of all proceedings of the society to be read/available at the next annual meeting and all proceedings of the meetings of the Board; shall furnish copies to the Editor of the Newsletter and the Webmaster; shall conduct the correspondence of the TSBS as requested; and shall receive proposed amendments and the Nominating Committee Report and distribute same for review and publication prior to the voting deadline. The Secretary shall send required notices of meetings to members and other interested people and perform such other duties usually associated with the office of Secretary.*

Responsibilities include:

- Have a copy of the meeting agenda to use as the outline for recording the minutes and start with the call to order by the President, noting the date and time. Sit near the President and request a point to be repeated if clarification is needed for accurate minutes.
- Read, if requested, the minutes of the previous Board and Membership meetings for the purpose of corrections and approval. If corrections are requested and approved, edit the minutes, and resend to Board members.
- During the meeting, record all motions whether adopted or rejected. Do not report on debates in detail but summarize main points and the final decisions or if motion or item will be postponed to next meeting. Do not show bias or favor in the minutes.
- If Board appointments are made by the President, record the names of the new officers.
- Records are open to inspection by any member and made available by any committee for their use if necessary. Insure you date and sign the minutes.
- After the meeting, email draft to the President for review, edit, and send final to the Newsletter Editor by the deadline set by the Editor.
- Notify the President in advance if you are unable to attend a meeting in order that a substitute can be assigned to take the minutes.

Treasurer

Article VII, Section 4, Bylaws: *The Treasurer shall receive and have custody of all moneys, etc., pay all ordinary and necessary expenses, pay any other bills so ordered by the President after approval by the Board, keep an itemized account of all income, receipts and disbursements present a written report at each Board and membership meeting, and submit an annual financial report to the Editor for publication in the Newsletter. At the expiration of his or her term, following an audit or review by an appointed auditor, the outgoing treasurer shall turn over to the successor all funds and records on hand.*

Responsibilities include:

- Meet the outgoing TSBS Treasurer at the bank to become a signer on the TSBS account. The outgoing Treasurer will bring the documents required by the bank. Files will have the IRS EIN number.
- Reconcile bank account each month to receipts and bills. Ensure that any outstanding or reconciling items are cleared the following month.
- Ensure bills received are authorized for payment. Checks should be traced to supporting documentation.

- Confirm that any withdrawals for a change fund were later re-deposited.
- Work with show and workshop coordinators on financial reports. Advise them about how to record and forward income and bills to the Treasurer. Advise them about estimates for expenses based on the history of these events.
- Provide an annual Financial Report for the calendar year. Verify that the bank balance at the beginning of the year, plus total deposits, minus disbursements, balances to end of year bank account balance. Ensure that the check number for the last check issued and first check available are sequential.
- Place files in an archive box at the end of each year. Maintain for six years for purpose of audit and historical information.

TSBS Bulletin Editor

Article VII, Section 5, TSBS Bylaws: *The Editor of the Newsletter/Bulletin shall be responsible for the publication and distribution of the Texas State Button Newsletter/Bulletin at least two (2) times each year and shall be appointed for a term of not less than two (2) years. The Editor shall report for the approval of the Board estimated and actual costs of the newsletter. The Editor shall be reimbursed by the Treasurer for expenses upon the submission of receipts.*

Responsibilities include:

- Prepare and mail a “Summer Newsletter” (July edition) and a “Winter Newsletter” (December edition).
- Set a deadline for articles one month before the newsletter’s publishing date.
- About three months before publication, prepare a memo about the deadline and that articles from them are appreciated. Request Membership Chair email memo to all members.
- Encourage local clubs to submit articles about favorite buttons, events sponsored by that club, a member, any presentations to other organizations in their area, etc.
- Search for ideas for articles that may be of interest to the members or find an already published article that may be of interest to the members. Request permission to reprint any already published articles and photos. Keep permissions on file. If you get a request to reprint, reply that they would need to ask for permission to use the article and any photos from the original author.
- Begin stripping the bulletin to its basic form about three months before the deadline. Edit articles as they arrive, noting the amount of space that will be needed. After editing, contact each author to ensure the article is accurate, and the author approves. Ensure that the author’s name is spelled correctly.
- Check for plagiarism if possible. If author uses sources, it is easier to check for plagiarism.
- Delays may occur if a promised article does not arrive on time. Contact the author and firmly remind them of the deadline. Offer guidance if needed.
- Ask friends to review the edited newsletter. Review the first printed copy for accuracy and appearance. Send to printer.
- Contact the Membership Chair for the membership list in the format that you need.
- Send request for reimbursement with all invoices to the Treasurer in a timely manner.

Membership Chair

Article VII, Section 6, TSBS Bylaws: *The Membership Chair shall have the responsibility of collecting the annual dues of the members and, at least monthly, forwarding these funds to the Treasurer with a statement of the source, and maintaining a list of members in good standing with contact information. The list will be forwarded as needed to the Editor of the Newsletter and the Secretary.*

Responsibilities include:

- Prepare a Membership Form including all appropriate information as to the term of membership, the amount of dues per year, member contact information, preference on publishing contact information and mailing address for their checks. Forward a digital copy of the form to the Webmaster.
- Maintain a spreadsheet of member names and contact information and the paid status of their yearly dues.
- Send a current membership list to the TSBS Bulletin Editor to be used for purpose of a list/directory and for mailing labels. Include a list of members who do not want their contact information published in the membership list/directory. Check with Editor on desired format.
- Note the member's check number and check date on their Membership Form and file. Forward dues paid by checks and cash (do not mail cash) to the TSBS Treasurer in a timely manner.
- Prepare membership report for all Board and Membership meetings.
- Send dues deadline reminders as needed via group distribution email.
- Have printed membership forms available at TSBS events.
- Assist the Chair of Marketing, Promotion and Publicity with ideas to increase membership.

Parliamentarian

Article VII, Section 7, TSBS Bylaws: *The duty of the Parliamentarian is to advise on parliamentary procedure.*

Responsibilities include:

- Ensure the proceedings of the TSBS are governed by the current edition of Robert's Rules of Order Newly Revised and by the current Bylaws of the Texas State Button Society.
- Attend all Board and Membership meeting and ensure a quorum at a membership meeting consist of fifteen members and at a Board meeting of not less than a majority of members. (Article IX, Sections 1 and 2 of the Bylaws)
- Advise the Board and members who propose amendments to the Bylaws of the procedure as stated in Article XI of the Bylaws.

Auditor/Financial Reviewer

Article VII, Section 8, TSBS Bylaws: *An Auditor/Financial Reviewer will be appointed at the end of the Treasurer's term to examine the society's financial records, checking all items, bank balances, receipts and expenditures according to recognized accounting practices, to prepare a written report, and to forward it to the Board NLT 30 days after the end of the Treasurer's term of office.*

Responsibilities include:

- Verify that the balance in the bank account on January 1st, plus total bank deposits per check register, minus total disbursements per check register, balances to ending bank account balance on December 31st.
- Ensure there are two members who have the authority to sign/deposit checks.
- Verify that receipts are deposited, and bills paid in a timely manner.
- Trace checks to supporting documentation.
- Follow financial review guidelines.

Show Coordinator

Article VII, Section 9, TSBS Bylaws: *The duty of the Show Coordinator, if appointed, is to be the central point of contact for questions and resources concerning TSBS shows and workshops. The Coordinator will assist by maintaining show checklists/job descriptions to ensure clubs understand assigned tasks involved in producing a successful show.*

Note: Currently, this position has not been filled because the local clubs are on a rotation schedule to host annual shows and annual workshops. The Show Coordinator is appointed by the host club President. Checklists, if requested, can be made available to the host.

Awards Chair

Article VII, Section 10, TSBS Bylaws: *The duty of the Awards Chair is to receive, edit, list the awards in order by classification and division, and forward to the Editor of the Newsletter by the required deadline. The Chair will receive and verify all funds for the awards and send these funds to the TSBS treasurer.*

Responsibilities include:

- Set a deadline for submission of awards in January each year for the following year's annual show. Publicize the deadline in the TSBS Newsletter and on the TSBS website.
- Create a submission form "Sponsored Awards Form for year Competition." Form will include details about the award, the cash award amount, the sponsor's contact information, and address of awards chair. Send a digital copy of this form to the TSBS webmaster and the newsletter editor.
- As submissions arrive, ensure that the cash award matches the sponsor's check. Note the check number and date received on the submission form. Maintain good financial records

for any audit. Mail checks received to the TSBS treasurer in a timely manner. Ensure that all the sponsored money matches the number shown on the final list of awards.

- Review each submission to see if it conforms to the standards and definitions about competitions defined in the NBS Blue Book. In addition, edit for spelling, grammar, and capitalization. If necessary, contact members/clubs for clarification.
- Arrange submissions in order by classification and group by division. Prepare a list entitled “year TSBS Show Competition Awards.” Follow the same format for all awards. Send list to another party and to the Judges Chair to review. Make any necessary modifications.
- After approval by the Judges Chair, email the final list to the newsletter editor and the webmaster.
- Make copies of the list for any show or workshop scheduled prior to the show for these awards.
- Contact the annual show coordinator about the location of the registration tables for check-in of awards trays. Ask the coordinator to find volunteers who will assist with manning the registration tables. Create a “Tray Check-In/Out Inventory” form to be completed by members submitting competition trays. Print enough copies for competitors. Ensure all tray owners are current members of TSBS and that they complete their tray slips. (These slips are produced by the Judges Chair.)
- The Awards Chair should be available at the show to answer questions about the awards if they should arise.

Judges Chair

Article VII, Section 11, TSBS Bylaws: *The duty of the Judges Chair is to organize and supervise the check-in, check-out, judging and displaying of each award tray entered into competition at the convention. The Chair will prepare the criteria, judging sheets, tray slips, and forms; find and assign judges and clerks; and review decisions, if necessary.*

Responsibilities include:

- Find approximately 20 volunteers to act as judges, clerks and spotters for each annual show.
 - Create and print judging sheets and tray slips.
 - Purchase ribbons and send invoices to Treasurer for reimbursement.
 - Establish the process for judging and advise the group of the procedures.
 - Ensure the group understands the importance of consideration of others in judging room and of the need for transparency while judging.
 - Check completed evaluations for errors and/or completeness.
 - If necessary, review decisions. Respond to questions as they arise.
 - After judging is completed, report the number of winners for each award to the Treasurer and request award funds. Prepare envelopes containing cash prizes for each winner and present them at awards ceremony.

Webmaster

Article VII, Section 12, TSBS Bylaws: *The duties of the Webmaster include creating and maintaining a website for the Society and insuring that posted information is current and applicable to the Society.*

Responsibilities include:

- Keep information on the website current. Update TSBS officers and local club presidents' contact information as needed.
- Advise local clubs about how to use the TSBS website for their club related information.
- Advertise upcoming TSBS events. Make event-related forms downloadable.
- Post photos of past events and award-winning trays.
- Post membership ads and a current membership form on the website for anyone seeking to join TSBS or renew their membership. The membership chair will email the ads and form. Include a link to the membership page of NBS.
- Include resource information about speakers and button articles to benefit members and the public.
- Research and make recommendations to the Board about the website's domain, hosting, and security licensing options. Request approval from the Board for funds to pay for the domain, host and license subscriptions. Request reimbursement from the Treasurer for any out-of-pocket expenses. Provide invoices.

Historian

Article VII, Section 13, TSBS Bylaws: *The duties of the Historian, if appointed, are to collect and preserve all data pertaining to the formation and actions of the Texas State Button Society.*

Responsibilities include:

- Attend TSBS events and record by camera activities.
- Contact local club presidents, acquaint them with your job and request they contact you of events and meetings that you could record or ask them for photos of their events that they have. If their club or club member is featured in the local newspaper or magazine, ask them for a copy of the article.
- Make a request to any members that may be attending NBS events for photos featuring TSBS members.
- During Board and Membership meetings, pass around the scrapbook and remind everyone of the job of the Historian.
- Place your photos with descriptions and names into the TSBS scrapbook along with articles from newspapers and magazines. Store the scrapbook and bring it to shows and workshops. A good place to display it is the membership or registration table where members can reminiscence and the public can admire.
- Purchase empty pages or new scrapbooks as needed. Request reimbursement from the Treasurer.

Chair, Marketing, Promotion and Publicity Committee

Article VII, Section 14, TSBS Bylaws: *The Marketing, Promotion and Publicity Committee will work with local clubs to increase their membership and advertise their events. They also will work to increase awareness of button collecting as a hobby and encourage collectors to join a local club and TSBS.*

Responsibilities include:

- Develop a speakers' list of knowledgeable members who are willing to present programs at local clubs and in their communities.
- Seek a volunteer from each local club to be a member of the MP&P committee.
- Create a generic flyer about button collecting which can be adapted by any local club to use at events, meetings, and libraries.
- Brainstorm ideas for promotion of button collecting and the fun of being a part of a local club.
- Request Board approval each year to apply to NBS for grants to fund MP&P projects and to match NBS funds with TSBS funds.
- Report progress of programs initiated by this committee at Board and Membership meetings. Send progress reports to NBS.

Facebook Coordinator

Article VII, Section 15, TSBS Bylaws: *The Facebook Coordinator will oversee the posts and links on the TSBS Facebook page.*

Responsibilities include:

- Create, manage or delete any content on the TSBS Facebook page. Manage and edit settings.
- Respond to messages and comments and edit or delete comments.
- Add, manage or remove linked accounts, if necessary to maintain the integrity of TSBS.
- Encourage members to send information about TSBS events which are open to the public and to send articles about buttons which can be posted.
- Remove or ban people from the page, if necessary to protect TSBS.
- Track the number of users/members and report the number at Board and Membership meetings.