



Handcrafted Soap Makers Guild, Inc.

ORGANIZATIONAL POLICY

HSMG Annual Conference

Board Member Responsibilities

June 30, 2009

Every Board Member has responsibilities and duties at the Annual Conference. In addition, each Board Member may have additional duties as the Chairperson of a Committee.

All Board Members

- Be available for members and personally speak to as many as possible
- Sit at different tables and with different people at each meal (when not otherwise obligated)
- Be prepared for and attend Annual Meeting
- Attend Awards Dinner
- Make an appearance at each special event
- Be a representative of the HSMG at all times.
- Follow Board Protocol at all times.
- Record all member questions or concerns.
- Introduce Speakers as assigned by Conference Chair
- Subject to requests by Conference Chair to help as needed.
- Greet all VIPs (sponsors, speakers and vendors) personally

President

- Be available for members and speak to as many as possible
- Give Welcome address to conference attendees at start of conference
- Introduce Keynote Speaker
- Preside over the Annual Meeting
- Present the President's Report at the Annual Meeting
- Present Awards at Awards Dinner (including photos)
- Have President's Volunteer of the Year Award(s) ready

Vice President

- Fill in for President as needed.

Secretary

- Check in and record members arriving for Annual Meeting
- Verify a quorum is met at the Annual Meeting
- Take Minutes at the Annual Meeting

Treasurer

- Provide Financial Statements for Annual Meeting
- Oversee sales at HSMG merchandise table
- Be responsible for all cash and credit card slips
- Present Treasurer's Report at the Annual Meeting

Conference Committee Chair

- Work with Event Planner to ensure a smooth running event
- Supervise all Conference staff
- Present Conference Committee Report at Annual Meeting

Policies, Procedures and Bylaws Committee Chair

- Be prepared for RRO questions at the Annual Meeting to assist the President as needed.
- Give Policies, Procedures and Bylaws Committee Report at the Annual Meeting

Programs and Services Committee Chair

- Meet with members to find out how the HSMG can better serve them
- Present Programs and Services Committee Report at the Annual Meeting

Membership Committee Chair

- Handle set-up and presentation of HSMG Merchandise (in coordination with Treasurer)
- Present Membership Committee Report at the Annual Meeting

Finance Committee Chair

- Present Finance Committee Report at the Annual Meeting

Certification Committee Chair

- Man a Certification Registration Table
- Administer Certification Tests
- Grade certification tests and prepare certificates to be issued at Awards Dinner
- Present the Certification Committee Report at the Annual Meeting

Social Media Special Committee Chair

- Handle all on-going social media (twitter, facebook and blog updates) during the conference.

In addition to the above, Committee Chairs may propose special projects (such as surveys, special meetings, etc) to be carried out at the conference.

It is the sole responsibility of each committee chair to staff their own projects at the Annual Conference and to ensure that they have all needed materials (ground crew volunteers will be assigned to the HSMG Merchandise Tables). Any compensation of committee volunteers is at the sole discretion of the committee chair(s), but must be proposed to and approved by the Board of Directors in advance. Each chair should also work with the Conference Chair and/or Event Planner to determine what is needed in terms of space, table s and scheduling well in advance of the event.

Written by Leigh O'Donnell

Approved June 30, 2009 by the
Board of Directors

History:

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