

MARIN BONSAI CLUB ROLES & RESPONSIBILITIES

*** indicates voting position**

PRESIDENT*

Role: Set and deliver future fiscal and social goals for Club activities and provide public interface to external bodies, e.g., other bonsai groups, MAGC. Ensure the group remains vibrant and interconnected with respect to bonsai activities and communications. (Basically be the one who knows who is supposed to do what when - hold the big picture in mind for club activities for the year.)

Responsibilities:

- Ensure organization functions efficiently by working with Board members and committees, e.g., staffing for internal/external events, define communications within and outside Club, monitor Club's financial health and recommend remedial action.
- Assist with delegation of tasks within Club by enlisting support.
- Determine timing and content for Board meetings with Board members (second Tuesday of month, as needed). (The current Board is suggesting meeting 3 times a year to assure big events like the Marin County Fair, Beginning Bonsai Workshops, Auction, Christmas Party, etc. are on course with reservations and support materials, etc.)
- With support of Board, retain and develop external bonsai world connections. (Bonsai Gardens at Lake Merritt? others?)
- Create internal and maintain external communications, e.g., President's letter, communications with GSBF, field public inquiries as appropriate.
- Ensure timely event notification to internal and external audiences; handle press coverage. (this has been closely coordinated with the Secretary - press coverage often delegated and Webmaster has done some of this as well.)
- Liaise with potential donors.
- Ensure Club insurance matters are addressed. (coordinate with Treasurer and GSBF insurance people)
- Greet and make introductions and announcements at events.

SECRETARY*

Role: Assist Board operation by organizing Club resources and managing information regarding membership, Club communications and calendar of events.

Responsibilities:

- Organize logistics of Board events; provide agenda; get input; write and circulate minutes.

- Maintain database of members. (Dan Keller has been doing this for the last few years which works out well.)
- Maintain "friends of Club" list, e.g., for Fall Show and assist Board in retaining bonsai world connections. (Again, Dan has taken the lead on this.)
- Handle membership inquiries (dues handled by Treasurer). (suggest this be handled by other board members, or all board members)
- Act as primary contact for organizing rooms/space at Club events, issues, etc., with MAGC. (coordinate closely with Treasurer)
- Primary contact for Club correspondence - delegate/liaise with Board members, e.g., notify Newsletter editor and Webmaster of any external Club activities for Events Calendar.
- Handle member events, e.g., congratulations, condolences, etc.
- Confirm dates and leaders of beginning workshops. (Coordinate with VP of Programs)
- Organize Club items such as name tags, happi coats, pins, etc. and order when necessary.

TREASURER*

Role: Handle all financial matters as directed through the Board and advise Board of financial state of Club

Responsibilities:

- Oversee budget; handle income and issue expense checks (items over \$50 required Board approval for payment); indicate donations from individuals.
- Maintain all Club financial paperwork.
- Provide Board with financial report as requested.
- Pay Club fees/dues to MAGC, GSBF and other bodies as required.
- Advise Board of external donation requests; handle as directed.
- Ensure Club insurance matters are addressed.
- Advise Board re: donations to GSBF, Bonsai Gardens at Lake Merritt, bonsai conventions, etc.

VICE PRESIDENT -- PROGRAMS*

Role: Ensure Club has an interesting and seasonally appropriate calendar of internal and public events by defining membership needs, advising Board of potential content and speaker opportunities and delivering requirements. Events could be programs, special workshops, parties, shows, other events with other Clubs, etc. (Board will vote on options presented by VP Programs)

Responsibilities:

- Develop calendar of programs for Club according to needs defined by membership.

- Ensure all Club communications regarding programs, workshop, parties and shows (Newsletter, Calendar, information sent to other Clubs) is maintained by self or delegation.
- Apprise Board of new event opportunities (internal and external), identify costs and resources required.
- Ensure all programs and workshops have appropriate resources for setup, execution, breakdown by identifying needs and obtaining necessary resources (by self or delegation).
- Provide website and newsletter editor with write-up for all programs (by self or delegation).
- Organize and coordinate with instructors the Beginning Bonsai Workshops (by self or delegation).

VICE PRESIDENT -- SHOWS*

Role: Design, define and deliver Shows by working with appropriate committees/Board members. Ensure Show reflects best image of Club to bonsai community and public.

Responsibilities:

- Establish needs for Show and design layout of bonsai material with Board and/or external bodies, e.g., Marin County Fair, Cherry Blossom Festival, etc.
- Coordinate and negotiate with MCF staff for club participation.
- Identify resources needed to deliver show design (materials, man-power, costs) to Board and appropriate committee.
- Using defined resources, setup, implement and breakdown show.
- Advise Board of potential new show opportunities.

NEWSLETTER EDITOR

Role/Responsibility: Design and publish Monthly Newsletter by requesting and editing articles written by members, calendar events, etc. and email/mail to distribution list maintained by secretary. Apprise Board of upcoming requirements for information as necessary.

- Coordinate with Webmaster for posting events on the website.

WEBMASTER*

Role/Responsibility: Ensure website reflects current/future information about Club events, etc., and handle emails sent via website.

- Add events and articles to the website as they becomes available.
- Add volunteer information to the website as it becomes available.
- Handle all technical issues regarding upkeep of the website.

LIBRARIAN

Role/Responsibility:

- Maintain Club literature and film in library.
- Handle borrowing and return of books, videos, and magazines.
- Bring out materials for 1st Tuesday of monthly meetings when we have a non-workshop event so that people can browse collection.

HOSPITALITY

Role/Responsibility:

- Identify beverage/food requirements for programs and events
- Ensure Club's needs are delivered using volunteers and donations.
- Set up of coffee/tea for 1st Tuesday monthly meetings including maintaining list of monthly volunteers who provide snacks.
- (Marlene has filled parts of this role for several years on, but I'm not sure she actually officially occupies the position. We decided not to push refreshment for meetings out of lack of volunteers to help. Refreshments come to meetings whenever someone is inspired. Do we want to leave it like this?

DOCENT COORDINATOR FOR BONSAI GARDEN AT LAKE MERRITT

Role/Responsibility:

- Ensure at least two volunteers for 4th Saturday monthly club commitment; if no volunteer can be found, then the Coordinator contacts the Docent Coordinator of BGLM to notify them at earliest possible time so they can find a substitute.
- Communicate BGLM events within Club as appropriate, e.g., Kathy Shaner demos, garden cleanup, etc.