NYSBS JOB DESCRIPTIONS

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NYSBS JOB DESCRIPTIONS

NYSBS President - 2-year term

Attends NYS Show and preside over Board and President's meetings:

- Agenda for the Board Meeting
- Agenda for the Club President's meeting.

Helps pick the Theme for the Show.

Delivers Greetings, introductions and thank you's at the Annual Breakfast Meeting.

Hospitality to dealers and visitors.

Calls special meetings.

Represents NYS at NERBA and National, if possible.

Appoints Members of Committees and other Officers as required.

Promotes the New York State Button Society.

Safekeeping of the President's Box and all that it entails:

- All paperwork in purple notebook including By-laws, Constitution and Job Descriptions
- President's Collar and Past President's pins
- Button trays in memory of those who have passed away with a Record Book for deceased members - started in 2010.
- Registration and Tally Book
- 65th Anniversary Booklet for NYSBS
- All BOD and Presidents meeting notes to be kept in the President's Notebook
- An up-to-date copy of the archive inventory (provided by the Archivist/Historian)

Thank you notes and acknowledgments as necessary.

Writes letter to NYSBS Members for publication in the January and July editions of the NYSBS Bulletin. Submit to the Bulletin Editor by May 15 and November 15.

Always encourage Membership.

Communication between the Board, each NYS Club President and the Members is essential for growth.

At the conclusion of the 2-year term, becomes a member of the NYSBS Nominating Committee.

NYSBS JOB DESCRIPTIONS

NYSBS 1st Vice-President - 2-year term

Attends the Board and President's Meetings at the Show.

Assists the President in any way possible, which may include representing NYS at Regional or National Shows.

Manages special projects, such as fundraisers and tributes to NYSBS.

Acts as Program Chairperson in charge of the Program for the NYSBS Show.

- Deciding on a suitable program, which should compliment the Theme of the Show.
- Contact the speaker and confirm their time and subject matter.
- Requests any equipment for the speaker from the Show Chairperson.
- Prepare the room for the speaker, such as tables, microphones or chairs.
- Relay the speaker information to others for advertising purposes, such as, to the person or club in charge of the Show Program, the Editor of the Bulletin, the Webmaster, and the Show Chairperson.

  Speakers are currently paid a $50 fee unless other arrangements are made.
  Request, in advance, that the NYSBS Treasurer have the check prepared for the speaker.

  A token gift is optional and a thank you note would certainly be appropriate. This is up to the 1st VP to handle.

Represents the President in the President's absence.

At the conclusion of this two-year term, steps into the President Role for a two-year term.

NYSBS JOB DESCRIPTIONS

NYSBS 2nd Vice-President

Attends Board and Presidents Meetings

Assists, where possible, the NYSBS President and others as needed.

Develops advertising plan to promote and grow the NYSBS, the Membership and the Show. These may or may not need to go by the Board - below is a list of avenues for advertising for consideration:

- NBS Calendar of Events
- NYSBS Webmaster
- NYSBS Editor for Bulletin
- Ads in surrounding State Bulletins
- Advertising Flyer with Show info to Show Chairperson and Club
- Presidents for distribution at shows, stores, quilt and antique shops, Museums and libraries, etc.
- NY-PA Collector Antique Monthly Magazine

{The above represents an international, national, state, local button community and local antique/sewing/historical community. Suggestions of local newspapers/radio have been met with mixed feelings and currently have been forestalled for the future. From Margaret McBride, 2010}

At the conclusion of this two-year term, steps into the 1st Vice-President Role for a two-year term.

NYSBS JOB DESCRIPTIONS

NYSBS Secretary

Keeps an accurate record of the proceedings of the Society at all meetings, consisting of:

NYSBS President's Meetings
NYSBS Board of Director Meetings
NYSBS General Meeting at the Show Breakfast.

The minutes are a record of the proceedings, stating what was done and not what was said, with no allusion to thoughts favorable or otherwise.

The essentials of the minutes are:
(a) the kind of meeting, "regular" or "special";
(b) the name of the assembled group;
(c) date of the meeting and place;
(d) attendees and presiding officer;
(e) whether previous meeting minutes were now approved, or their reading dispensed with, to then state the dates when they were previously approved by the assembly;
(f) all the motions (except such as were withdrawn), points of order, and appeals;
(g) the hour and date of meeting start and adjournment; and
(h) the date and hour of the next meeting.

Types meeting minutes and sends to the President and the Bulletin Editor for publication in the July Bulletin.

Types meeting minutes from teleconference calls and sends to the President for review and once approved by the President, sends to the invitees.

Keeps President apprised about NYSBS Members who have been hospitalized or are ill. Sends get-well cards to hospitalized and ill members.

Keeps President and Membership Chair apprised of NYSBS Members who have passed away. Sends sympathy cards to families of deceased members.

Writes correspondence as requested by the President.

If the Secretary can no longer do the job, then he or she will help the new Secretary by turning over the records in a timely fashion as well as being available to answer questions.

NYSBS JOB DESCRIPTIONS

NYSBS Treasurer

Responsible for all funds of the New York State Button Society.

Pays bills approved by the President or Board.

Writes and submits Annual Report of all receipts and expenditures to the Editor for publication in the July Bulletin.

Issues receipts for all monies accepted.

Deposits dues and forwards names to the Membership Chairperson.

Reminds the President that an Audit is necessary every 5 years. (2020, 2025, 2030, 2035) or when a new Treasurer takes over.

Annual Show responsibilities include:

- During the Show - Collects and records money gathered for show activities i.e, raffle, auction, tray check-in, dealer table fees, etc.
- After the Show - Creates separate deposit slips for each show activity for reporting in the Annual Report for the July Bulletin.
- Confirms, with the Show Chairperson the accuracy of the hotel invoice. Once confirmed, pays the hotel invoice at the conclusion of the show.
- Pays other show related invoices.

If the Treasurer can no longer do the job, then he or she will help the new Treasurer by turning over the records in a timely fashion as well as be available to answer questions.

NYSBS JOB DESCRIPTIONS

NYSBS Bulletin Editor

Coordinates and delivers two NYSBS Bulletins each year (January and July) from creation through publication and delivery.

- Coordinates the collection of advertising art and payment from dealers (see Advertising Coordinator Description).
- Solicits for and collects club news, feature articles, and content to be published in the Bulletin. **Provide 3-4 weeks lead time. All content is due by May 15 and Nov. 15.**
- Decides on the content for the Bulletin and consults with the President if questions.
- Creates the Bulletin following past bulletins as a guide.
    - Past Bulletins are made up of about 10 sheets of 8 ½ x 11" paper (44 pages total).
    - The first page - outside front and back cover - are in color and in heavier stock.
    - The middle page (4 sides) are often in color with the rest printed in B&W.
- Selects/requests team to act as proofreaders before publication. Include the President.

Printing:

- Membership Chair will send the Excel file of member names and addresses.
- Purchase Avery Labels. Create and print mailing labels. (Use Google to search for instructions for mail-merge address label creation).
- Purchase mailing envelopes 6x9
- Purchase stamps (3 oz. stamps from USPS are good for mailing an 11-page bulletin) but it's best to take 1 example to the post office to be weighed to confirm.
- Add return address (I purchased a stamp for less than $10)
- Determine # of copies needed and add 5-8 extra copies. Arrange for the Bulletin to be printed.
- Bulletins are to be delivered to all members in good standing (and advertisers not NYSBS members) in the month of January and the month of July - the earlier in the month the better.

Reimbursement: Summarize expenses and provide a copy of all receipts for reimbursement to the Treasurer. Reimbursable expenses include: Printing, postage, envelopes, and labels.

Post a PDF version of the Bulletin on the NBS Website under the Editors Forum.

If the Editor can no longer do the job, then he or she will help the New Editor by turning over the records in a timely fashion as well as being available to answer questions.

NYSBS JOB DESCRIPTIONS

Committee Appointed Positions

NYSBS Membership Chairperson

Comfortable on the computer using email and Excel for the Membership List.

- The Treasurer receives the checks and sends names of new members to the Membership Chairperson.
- The membership Chairperson forwards membership checks to the Treasurer in the event she receives any.
- Keeps the membership list up to date.
- Emails the Membership list to the Bulletin Editor, Secretary, and President (June and December)
- Sends the list when required to NERBA for their newsletter twice a year.
- Works with the National Membership Chairperson when necessary.
- Brings the Membership List to the Annual Meeting for Tray Check-in.
- Gives a Membership Report at the Meeting of the Officers of the NYSBS.
- Sends renewal reminders to Presidents of Local Clubs in early September so they can remind their club members to renew.
- Sends renewal reminders by email or snail mail to members who have not renewed on time in November and January
- Sends a welcome letter to new members by email or snail mail outlining the benefits of membership and mentioning upcoming shows.

Dues are $15 for adults and $2 for Juniors per year. The deadline for renewal is October 31.

If the Membership Chairperson can no longer do the job, then he or she will help the New Chairperson by turning over the records in a timely fashion and being available to answer questions.

NYSBS JOB DESCRIPTIONS

NYSBS Webmaster

Manages the relationship with the internet service provider (ISP), including changes to domain name, and service provider. Designs, solicits content, manages, and publishes content for the NYSBS website.

www.nysbuttonsociety.org

1-year annual renewal of Domain Name and Domain Privacy.
2-year renewal of Launch Plan (Web Hosting) and BoldGrid

InMotion Hosting, 360 N. Pacific Coast Highway Suite 1055, El Segundo, CA 90245

Pays the above annual invoices and submits them to the NYSBS Treasurer for reimbursement.

WEBSITE CONTENT

Create website content and user interface using best practices.

Create and maintain documentation for the site:

- Software used
- Log on ids and passwords
- Change tracking
- Perform backups
- Ensure user accessibility to the website for multiple internet browsers.

Make changes to the website for NYSBS

- Announcements
- Form updates
- Pictures
- Flyers

OTHER:
Provide login id and password to President for the President's Box

NYSBS JOB DESCRIPTIONS

Award and Judging Chairperson (May be split into two positions.)

Must be knowledgeable in the rules of judging and the National rules and classifications.
Must attend State Show and Executive Board meetings.

Award Process

- As the awards are received, ensure that all classes, sizes, wording, etc are in compliance with the current NBS Blue Book.
- Communicate with the award submitters concerning any recommended changes.
- The awards are then typed into the standard format and added to the ongoing award list (in division and class order).
- Sends the preliminary list to the Editor for publication in the July Bulletin and periodically sends to the Webmaster for the website.
- Sends the Final Award list with award numbers to the Editor for publication in the January Bulletin and to the Webmaster for the website.
- Keeper of the award and judging forms (Award Submission, Tray Slips, Tray Entry, etc.)
- Forwards all Award monies/checks to the NYSBS Treasurer in a timely manner.

Judging Process

Responsible for all aspects of the judging process including but not limited to the following:

- Prepares and provides checklists and all judging paperwork for each award.
- Keeper of the NYSBS Judging Supplies (pencils, measles, button measures, magnifying glasses, paperclips, magnets, stapler, ribbons, etc.) and bring them to the show.
- Provides a copy of the appropriate NBS Blue Book, as well as any reference books, articles, checklists, and criteria that may assist in the judging of the awards.
- Arrange for an adequate number of appropriate judges with expertise in the various categories of the awards prior to the judging.

******No one may judge an award that they have entered******.

- Arranges for an adequate number of clerks prior to judging. (Good learning experience for new collectors. Intermediate Jrs may work as counters or clerks.)
- Arrange for a qualified “Spotter” to review all judged trays prior to hanging the trays.
- Counts the votes for the Creative Awards and completes the judging paperwork.
- Review all judged awards and paperwork, attach ribbons, etc. prior to the hanging of the trays.
- Prepares prize money envelopes and distributes at the Breakfast Meeting.
- Prepares the list of award winners and sends to the Bulletin Editor for the January Bulletin and the Webmaster for the website.
- May be the “Keeper” of the NYSBS Banner and plaque.
- May also be the “holder-of-the-racks”. A stipend of $150.00 will be given for this task.

NYSBS JOB DESCRIPTIONS

Assistant Chair of Judges

Assists the Chairperson as needed.
Attendance at the State Show is imperative

Tray Check-In and Tray Check-Out

- Receives an up-to-date membership list from the Membership Chairperson.
- Responsible for ensuring that competition tray slips are completed correctly.
- Ensures both Check-in and Check-out forms have identical information, with one copy going to the Check-in book and the other going to the entrant.
- Creates a list of all entrants and the number of trays on the proper form.
- Collects fee for each tray entry. The current fee is $.050 ($.25 for Juniors)

Show Chairperson

- Make arrangements with the Hotel for dates and prices for the showroom and lodging.
- Make arrangements to have the after-Program “dessert”.
- Consults with the Hotel for the Breakfast. Breakfast Reservation Chair will give a count as to how many people have paid, in order for the Show Chair to inform the Hotel/Inn.
- Let the Hotel/Inn know of any other needs, so the Show goes smoothly.
- Bring contracts to the annual show. Visit each dealer during the show and give them their contract and collect dealer fees for next year’s show.
- Arrange tables with the Hotel/Inn to accommodate the amount of dealer’s tables and electricity, if needed.
- At “Showtime," checks table positions and collects fees from dealers.

NYSBS JOB DESCRIPTIONS

Parliamentarian

- Familiar with the usual procedures of conducting a meeting and will readily assist the presiding officer in doing so.
- Assures that meetings, the NYSBS Constitution and the By-laws, etc. are correct.
- Have a copy of and be familiar with “Robert's Rules of Order”

NERBA Directors

The NYSBS is allocated 3 Directors for NERBA, one for each 50 members of the NYSBS.

The NERBA Director Is appointed by the NYSBS Board of Directors and must be a NYSBS member

There is no limit to the length of term of the NERBA Director.

The NERBA Director:

- Acts as liaison between NYSBS and NERBA - transmitting information, gathering information from NYSBS members and representing each state’s interest to the best of their ability in each issue presented at a meeting.
- Attends all NERBA Board of Directors meetings
- Reports updates and information to the NYSBS Board of Directors via email within 48 hours.

Nominating Committee

Shall consist of the last three Past Presidents, if possible.

Elections are held every two years for the following offices:
President
1st Vice-President
2nd Vice-President
Secretary
Treasurer
Editor

NYSBS JOB DESCRIPTIONS

Breakfast Reservations

To advertise the opportunity to participate in the breakfast and receive an NYSBS Show Button, inform the following people:

1) NYSBS Bulletin Editor (for updating the Bulletin)
2) NYSBS Webmaster (for updating the NYSBS Website)
3) 2nd Vice-President (for any other publicity)
4) Elaine Baur (our connection to events posted at the National Button Society website and bulletin.

Information to provide:

1) Contact to send a check for breakfast (name, address, phone number)
2) Cost of breakfast
3) Check made out to NYSBS
4) Deadline for signing up for breakfast.

Tracking Reservations:

Create a spreadsheet to track reservations

For example attendee first name, attendee last name (so later you can sort alphabetically), check #, check amount, date received, checkmark for those already sent to Treasurer (if you are keeping a master list), and any other helpful information

Send a copy of the spreadsheet with names/checks to the Treasurer
(Maybe save up checks and send them at the end of each month)

7 days before the show breakfast, notify the Show Chairperson of the # of reservations so far. (Show Chairperson needs to turn in the final number to the hotel by noon on Saturday for breakfast on Sunday).

Responsibilities at the show:

Breakfast Registrar can also accept reservations from walk-ins wanting to attend the breakfast at the raffle table until Saturday morning.

Saturday morning, the treasurer and Breakfast Registrar reconcile all to ensure everything is balanced.

Check people in at the door, mark them off and confirm they paid.

NYSBS JOB DESCRIPTIONS

Raffle

- Sets up tables so the prizes are evenly distributed and easy to see with numbers and containers according to the prize.
- Anyone may donate raffle prizes.
- Maintains the list of who donated items.
- The Raffle will run the length of the Show. The prizes shall be raffled off on Sunday morning a short time after the Breakfast.
- Gives accounting of all monies to the Treasurer at the end of the Show.

Registration and Tally (Assigned to a Club)

- The leader from the club needs to open and close the registration table.
- Volunteers are needed for the Registration table.
- They must make sure the person attending, signs the Registration book and receives a Show Program.
- Makes a tally of attendance before the Breakfast and gives the number to the Secretary to report.
- The Registration book and any other important information are to be returned to the President for safekeeping in the President's Box.

Show Program Coordinator (Assigned to a Club)

8 ½ x 11" paper - folded
Page 1 Cover - picture, theme NYSBS presents (Theme) Hotel address and date of show
Page 2 Inside left - Jobs for show
Page 3 Inside right - Schedule of events with times
Page 4 Back page - Dealer Name and State/Country

Select the cover picture to go along with the Show Theme.

Collect information needed for the program from the Show Chairperson or from the Club Presidents meeting from the prior year.

Ask the Show Chairperson for the list of dealer's names to be listed on the back of the program.

Have the program printed and assembled and ready for the opening day of the Show at the Registration table.

NYSBS JOB DESCRIPTIONS

Bulletin Advertising Coordinator

During the show, visit each dealer and invite them to advertise in the next two bulletins (July and January).

- Collect money and any new art/business cards for ad
- If the money is collected, provide the dealer with a receipt

Immediately after the show, send an email to remind other dealers (not at the show) to pay for their ads (see sample below)

Handle all correspondence with dealers relating to advertising.

Creates a spreadsheet to track who is purchasing ads and what they owe.

Shares spreadsheet of dealers advertisers with what they purchased and send checks to Treasurer

Bring ads into the Bulletin as directed by the Dealer.

Sample Letter

I'm writing to learn if you are interested in advertising in the NY State Button Society Bulletin. Our bulletin is published twice a year - July and January.

The NYS Button Society has approximately 150 members who enjoy the 2/year bulletin.

Here are the 4 ad options (You currently have a ___ ad):

1/8 of a page (1.75x2.25) $12.00 for two issues (July 2020 and January 2021)
1/4 of a page (2.25x3.6) $18.00 for two issues (July 2020 and January 2021)
1/2 of a page (4.5x3.6) $32 for two issues (July 2020 and January 2021)
Full page (4.57x7.25) - $50.00 for one issue (July 2020)

Please let me know if you are interested by May 15.

Three options for receiving art and payment:

1) Send art and check via regular mail
2) Send your art via email and your check through the regular mail
3) Send your art through email and pay using the Venmo or Cash app.

If sending a check, make it out to N.Y.S.B.S. (Include Address of Bulletin Editor)

NYSBS JOB DESCRIPTIONS

Archivist/Historian

Appointed by the Board of Directors.

Maintains a safe environment to store all documents, bulletins, correspondences, scrap books, etc. that have been given to NYSBS or belong to NYSBS for the archives.

Submits an archive article for the NYSBS bulletin.

Labels archive material as the property of the New York State Button Society.

Notifies the board of any requirements for storage and preservation.

Accepts research requests from members of NYSBS and responds in a timely manner.

Accepts any and all material donated to the archives.

The following information is accepted in the archives:

- Scrapbooks
- club programs
- club presentations
- NYSBS bulletins
- NYSBS show documentation
- labeled pictures
- other

An inventory of the materials in the archives is to be provided to the President for the President's Box and is also available upon request.

The archivist will label all materials 'Property of NYSBS' and leave clear instructions for their transfer back to an NYSBS representative. It is suggested that this is put in the archivist's will, in the event of death.