

GBA BOARD GUIDELINES



The purpose of this booklet is to establish guidelines to serve as starting points for future GBA Board / Officers.

These guidelines are by no means intended to be used as a list of rules to follow, but as an outline of each job. We hope to continue to refine and revise these guidelines in the years ahead.

With this as a beginning, we hope each successive board will come up with new and better ways of achieving their goals, and will continue to expand and promote the growth and evolution of the Georgia Basketry Association.

Thanks to all of you who shared your ideas and your energy in past years, and to all those who will do the same in future years.

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Contents

BYLAWS CITATIONS	4
PRESIDENT	5
VICE PRESIDENT	6
TREASURER	7
SECRETARY	8
PAST PRESIDENT	9
HISTORIAN.....	10
WEBMASTER / SOCIAL MEDIA.....	11
AREA / LOCAL GUILD REPRESENTATIVES	12
CONVENTION CHAIR(S).....	13

BYLAWS CITATIONS

The purpose of the GEORGIA BASKETRY ASSOCIATION shall be to perpetuate the art of basketry, stimulate interest and knowledge in all phases of basketry, and preserve the importance of basketry as a heritage craft.

AS DEFINED IN THE BYLAWS OF THIS ORGANIZATION:

The Board shall meet once a year at the annual meeting during the February convention. Additional meetings may be called as needed by the President or any two Board members to conduct business and plan activities. A quorum shall consist of six Board members.

Board officers (President, Vice President, Treasurer, Secretary) are elected to a two-year term. Election of President and Secretary will occur in even years (2020, 2022, 2024); Vice President and Treasurer in odd years (2021, 2023, 2025). The Board has the power to fill by election or appointment any vacancy occurring on the Board. Board members shall be introduced at the annual meeting and in the newsletter.

The positions of Area Representations and Webmaster / Social Media are appointed by the Board or Local Guilds.

Bylaws should be reviewed annually and revised when necessary.

PRESIDENT

Responsibilities:	Notes:
Conduct annual board meeting at the February Convention.	
Preside over all meetings, prepare agendas for all meetings and direct all programs according to the bylaws and Robert's Rules of Order, Revised.	
Work with Secretary / Newsletter Editor to create and distribute a GBA Newsletter 3 times each year.	
Initiate search and/or organize a nomination committee to identify candidates for expiring board positions - President and Secretary during even years; Vice President and Treasurer during odd years. Present slate of nominees during annual meeting at convention for ratification.	
Initiate search for Convention Chair(s)	
Support Convention Chairs as needed.	
Support Vice President with Summer Weave as needed during odd years.	
Ensure Convention Venue contract and dates are secured in the fall prior to convention (14 months or more out). Work with that years' convention chair(s) when possible. Negotiate with hotel for meeting rooms, meals, and prices on lodging for attendees. Maintain frequent contact with hotel personnel. Hand off to Convention Chair(s) when they are identified.	
Ensure continued growth, support and evolution of GBA.	

VICE PRESIDENT

Responsibilities:	Notes:
Assist the President and preside when the President is absent.	
Coordinate the GBA Summer Workshop (aka Summer Weave). <ul style="list-style-type: none"> • Secure a venue / location to host the event • Conduct a search for teachers • Create registration flyer, working with Treasurer and other Board members as needed • Notify registrants of class placements • Can organize a committee to assist with the coordination of this event 	
Support Convention Chair(s) as needed.	
Ensure continued growth, support and evolution of GBA.	

TREASURER

Task	Notes:
Receive all revenues and pay all authorized bills, keeping an accurate itemized account of all receipts and disbursements and shall present a written and oral report at the annual meeting.	
Keep an accurate record of current members. Share member updates with Secretary so she can maintain back up records.	
Identify GBA mailing address preference (PO Box or residential address) and regularly manage correspondence.	
Provide treasurer reports for Newsletters.	
Work with Convention Class Assignments Chair to transition registrant information and follow up with Convention payments schedule.	
Work with Vice President thru Summer Weave process and transition registrant information and follow up with Summer Weave payments schedule.	
Work with President and/or Convention Chair(s) thru Convention venue contracts providing deposits and scheduled payments.	
Ensure continued growth, support and evolution of GBA.	

SECRETARY NEWSLETTER EDITOR

Responsibilities:	Notes:
Keep records of Board and General Meetings.	
Have charge of any correspondence deemed necessary by the Board.	
Submit minutes of meetings to Board Members for corrections or changes and read minutes at meetings.	
Maintain membership list as backup to Treasurer.	
Maintain email distribution list for distribution of Newsletters and emails deemed necessary by the President. Should other members of the Board or Convention Chair(s) request email distribution, allow President advance preview of the message.	
<p>Newsletter.</p> <ul style="list-style-type: none"> • Distributed 3 times each year or as deemed necessary. Bylaws suggest May, September and January. This has moved to February/March, June/July and September. • Solicit input from each of the Board members, including updates on activities of Local Guilds. • Include Presidents Note, Treasurer's report/update, Convention Chair News. The February/March edition should include a list of the Raffle donations and winners. • Can include news of interest from National or neighboring State Guilds 	
Ensure continued growth, support and evolution of GBA.	

PAST PRESIDENT

Responsibilities:	Notes:
See to the smooth transition of responsibilities to the incoming President. Assist the President: mentor incoming board members as needed.	
Assist Convention Chair(s) and other Board members as needed.	
Ensure continued growth, support and evolution of GBA.	

HISTORIAN

Responsibilities:	Notes:
Maintain historical record of GBA functions, such as convention brochures, Summer Workshop flyers, etc.	
Maintain photo history of events.	
Maintain historical documentation of Board members, Convention Chairs and Convention themes	
Work with the Board to recognize organization milestones.	
Ensure continued growth, support and evolution of GBA.	

WEBMASTER / SOCIAL MEDIA

Responsibilities:	Notes:
Create and update the official GBA Website, adding and changing information as needed.	
Manage and protect member's personal information from being posted or available outside the password protected portion of the site.	
Post Convention and Summer Weave documentation. Post Newsletters. Update member PW each year. Assure GBA information is current.	
With each event, add photos in the member only section of the website.	
Assure assignment of responsibility for responding to inquiries submitted thru the website to the appropriate board or convention members.	
Manage the GBA Facebook page. <ul style="list-style-type: none"> • Post convention progress notifications • Post Summer Weave progress notifications • Inform members of upcoming deadlines • Share requests for weaving demonstrations as needed • Disseminate inquiries from DM or comments to appropriate board members 	
Ensure continued growth, support and evolution of GBA.	

AREA / LOCAL GUILD REPRESENTATIVES

Responsibilities:	Notes:
Act as liaison between GBA and their local guild.	
Support GBA activities including Convention and Summer Weave. Promote event and provide ongoing updates to their guild.	
Ensure continued growth, support and evolution of GBA.	

CONVENTION CHAIR(S)

Responsibilities:	Notes:
Support the GBA Board as needed.	
Coordinate all aspects of organizing the annual GBA Convention.	
Refer to GBA Convention Guidelines for further guidance and documentation.	
Ensure continued growth, support and evolution of GBA.	