

**PORTLAND BEAD SOCIETY
STANDARD OPERATING PROCEDURE
EDUCATION AWARDS COORDINATOR**

- The Education Awards Coordinator, in accordance with the PBS Bylaws shall:
 - Work with the Board to determine the amount of education awards.
 - Notify the membership, via the appropriate PBS venue, of available education awards, application deadlines, and recipients.

- As a Board member, The Education Awards Coordinator shall:
 - Comply with the PBS Bylaws.
 - Adhere to the PBS Code of Conduct and to the provisions outlined in the Board-approved modification of the “Internal Revenue Service Good Governance Document”.
 - Write and/or update the Standard Operating Procedure for this position.
 - Prepare an annual budget to be presented at the yearly Budget Meeting. Be responsible for the budget for the position. All over expenditures will be brought to the Board for review and approval. All receipts, invoices and expenditures will be documented in accordance with PBS financial procedures.
 - Attend Board and General Meetings on a regular basis. Arrange for a substitute at these meetings when appropriate.

- Annual Education Awards are given to members of good standing who apply by the published deadline. The purpose is to increase the understanding and skills of members in beading and bead-related jewelry/art/crafts. Qualifying education efforts include:
 - Instructor-led classes in local venues or other US locations such as nearby towns large bead shows or conferences.
 - All receipts for reimbursement, (not just confirmation of enrollment), must be saved.

- The Education Awards Coordinator shall:
 - Prepare and submit an application form for the following year's Education Awards to the PBS Newsletter Editor and Publisher to be published in the September PBS Newsletter prior to the award year. The award period runs from January 1 to the following November 30.
 - The application should state:
 - Only those with current membership as of May 30th prior to the award year are eligible to apply for an Education Award, and they must maintain their membership throughout the award year to be reimbursed.
 - The deadline for receipt of the application form is November 30 of the current year.
 - Prepare and submit a list of eligible members with the award amount to the PBS Newsletter Editor and Publisher for publication in the January newsletter. The list should be accompanied with the following information.
 - The amount of the award.
 - Each award recipient must save receipts until the amount of that year's Award has been reached, (or less at their own choice) and submit them once only, anytime during the year assuring that the Awards Coordinator receives them by November 30.
 - Reimbursement will be made by one PBS check only.

- An explanation of what is included in the term “beading and bead-related.
- When receipts are submitted for reimbursement, the Education Awards Coordinator will:
 - Verify that every applicant continues to be eligible to receive an Education Award based on the latest membership roster provided by the Membership Coordinator.
 - Verify that receipts for bead-related classes are valid by placing a check mark next to the appropriate name on the list of awardees.
 - Complete an Expense Voucher Form for each recipient, append the receipts, and submit to the PBS Treasurer for reimbursement.
 - Distribute the approved checks to the recipients as needed by the Treasurer.
 - At the end of the year, submit paper copies of award recipients’ receipts to the Treasurer.
- The Education Awards Coordinator shall keep all PBS-owned equipment in good working order and inform the Board of any maintenance issues.
- When leaving this Board-appointed position, the Education Awards Coordinator shall deliver all documents, materials, and equipment pertaining to the position to the successor within 30 days. All PBS-owned equipment shall be handed off in good working order, to the succeeding officer, including hardware and software.

Adopted by the PBS Board
November 15, 2011
Amended by the PBS Board
Dec 10, 2013