

**PORTLAND BEAD SOCIETY
STANDARD OPERATING PROCEDURE
ART & ELEGANCE IN BEADS CHAIR**

- The Art & Elegance (A&E) Chair (Co-Chairs) in accordance with the PBS By-laws shall:
 - Assume leadership of the A&E Committee and appoint its members to plan, execute, and evaluate the event.
 - Publish an A&E application form for qualified PBS members via the appropriate PBS venues.
 - Receive and submit participant fees to the Treasurer.
 - Coordinate on-site activities at A&E.
 - Prepare and promptly present a report to the Board.

- As a Board member, the A&E Chair (Co-Chairs) shall:
 - Comply with the PBS by-laws.
 - 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. If circumstances prevent a Co-Chair from regularly attending Board and general meetings, then attendance at these meetings by the other Co-Chair will suffice.

- The A&E Chair (Co-Chairs) shall:
 - Serve as members of the Gathering of the Guilds (GOTG) Steering Committee:
 - Attend regular planning meetings with the GOTG Steering Committee.
 - Set a date and place for A&E/GOTG at least one year in advance.
 - Select a location that is readily accessible, renewing, and affordable.
 - Set up a GOTG floor plan and guild cost-sharing based on floor space use.
 - Receive a contract from the host facility and obtain the President’s signature on the contract.
 - Submit signed contract to Chair of the GOTG Steering Committee.
 - Obtain checks to cover down payments for the venue and its required services. Submit checks to Chair of the GOTG Steering Committee.
 - Plan for shared activities such as music, drawings, Guild collaborations, Guild gallery, etc.
 - Prepare the A&E floor plan:
 - Determine the number and type of vendor booths needed to fill the A&E floor footprint.
 - Determine booth, equipment, and electrical fees to cover the costs of venue floor space and services costs.
 - Prepare the floor plan.
 - Prepare an A&E application form:
 - Review and submit the A&E application form to the Newsletter Editor for publication beginning with the October newsletter prior to A&E.

- Publish on the PBS website.
 - Request the Website coordinator to broadcast MailChimp A&E announcements prior to the event.
 - Request that the Facebook administrator post A&E application.
- Prepare A&E advertising:
 - Work with GOTG guilds to determine type and number of ads to be placed. Cost-share these ads.
 - Prepare hardcopy and digital versions of an A&E postcard to vendors and members for community distribution.
- Work with A&E vendors:
 - Receive completed Contract and Equipment forms for each vendor and each booth mate. All booth, equipment and electrical fees must be submitted with the forms.
 - Require booth-sharing groups to designate a Primary Vendor.
 - Require Primary Vendor to submit full payment of booth fees to accompany completed forms.
 - Prepare an email list of all A&E vendors and send notifications and updates on a regular basis.
 - Submit all vendor fees to the PBS Treasurer within 30 days of receipt using an itemized Record of Deposit form.
 - If booths remain unsold as of February 1st, the show will be opened to non-members.
 - Fully reimburse A&E vendors who withdraw from the show by February 1st of the A&E Show year.
 - No vendor refunds after February 1st unless the booth can be resold.
- Plan and execute the A&E Show:
 - Enlist Volunteer Coordinator to announce request for volunteers via PBS general meetings and prepare volunteer recruitment articles for the PBS newsletter, website and Facebook.
 - Assign vendors to appropriate booths.
 - Submit proposed A&E floor plan to the pipe and drape service. Work with pipe and drape to resolve any problems.
 - Arrange for a volunteer table.
 - Arrange for the Volunteer Coordinator or designees to be in attendance at the entire show and assign duties to volunteers including door counting, coverage at gallery, etc.
 - Arrange for PBS display table.
 - Prepare and distribute volunteer name badges, vendor and helper name badges, and dock passes.
 - Be on site during set up and break down.
 - Be on site for the entire A&E Show.
 - Negotiate any vendor issues that arise before, during and after the Show.
- Evaluation of A&E/GOTG:
 - Prepare an Evaluation Form to be distributed to all A&E vendors. Collect and assess the information provided.
 - Participate in a GOTG evaluation meeting. Assess successes, failures, etc. Begin planning for next year's A&E/GOTG event.
- Prepare a Board report:
 - Report at the next Board meeting on A&E expenditures, successes, failures, etc.

- The A&E Chair (Co-Chairs) 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 A&E Chair (Co-Chairs) shall deliver all documents, materials, and equipment pertaining to their positions to their successors within 30 days. All PBS-owned equipment shall be handed off in good working order, to the succeeding officer, including hardware and software.

Approved by the PBS Board May 20, 2014