

**PORTLAND BEAD SOCIETY
STANDARD OPERATING PROCEDURE
PROGRAM CHAIR**

- The program chair, in accordance with the PBS By-laws shall:
 - Provide for program speakers or alternatives at general meetings, make travel accommodation arrangements for the same and be responsible for any correspondence including contracts & classes. Program reimbursement shall be limited to PBS sponsored events.
 - Arrange classes for visiting speakers when applicable.
 - Provide Audio-visual (AV) support for the program and maintain AV equipment in good working order.
 - Provide schedules of programs for general meetings & class schedules for publication in the appropriate PBS venues.
- As a Board member, the Program Chair 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
 - Attend Board and General Meetings on a regular basis. Arrange for a substitute at these meetings when appropriate.
- The Program Chair shall:
 - Arrange for a schedule of speakers up to one year in advance featuring varying topics on beads and beadwork. January and February are saved for local speakers in case of inclement weather.
 - Contact speakers in advance to obtain a short bio and description of their talk for publication in the newsletter and website. Ask each speaker for a disk of their digital talk in advance of for downloading onto the PBS laptop to confirm compatibility. Discuss attributes of the auditorium, and ability to sell items pertaining to the talk or speaker. Arrange travel, accommodations, and meals for the speaker if necessary. Share costs with another bead society if possible.
 - Stay within the guidelines of the reimbursement schedule for PBS speakers as voted on by the Board, April 2008. Reimburse mileage at the federal rate of \$.505 per mile; commercial lodging (\$107-\$150 per night); a cap of \$20.00 per individual speaker’s dinner, or meals per diem of \$40.00 per day; non-commercial lodging and meals (\$45) and just bed & breakfast (\$25).
 - If the speaker is also teaching, arrange rental of classroom, publish class application in newsletter and website, collect student class applications, provide materials list and information on the classroom, and give PBS class receipts to students for Education Award reimbursement. Arrange travel to and from classroom for teacher and meals during class. Provide an accounting of classroom revenues post-class to Board.
 - In general, be a good-will ambassador of PBS and Portland to speaker/teacher.

- Set-up auditorium with assistance for General Meeting, including chairs, table for display for speaker, and audio visual equipment. Introduce speaker at meetings and arrange for assistance selling products if necessary.
 - Arrange June pot-luck and chair sale and November holiday party with Board's assistance
 - Provide a budget for programs at the end of the year for the coming years expected program expenditures including speaker fees, travel, meals and accommodations.
- The Program Chair shall keep all PBS-owned equipment in good working order and inform the Board of any maintenance issues.
 - All PBS-owned equipment shall be handed off in good working order, to the succeeding officer, including hardware and software. (35mm slide projector, digital projector, Mr. Microphone).
 - When leaving this Board-appointed position, the Program Chair 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.

Adopted by the PBS Board
October 18, 2011