

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

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

- As a Board member, the Retreat 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.

- The Retreat Chair (Co-Chairs) shall:
 - Set a date and place for the Retreat one year in advance:
 - Select a location for the annual Retreat that is readily accessible, renewing, and affordable.
 - Request a contract from the host facility and obtain the President’s signature on the contract.
 - Set up a floor plan with the host facility.
 - Publish a Retreat registration form in the newsletter:
 - Prepare and submit an application form to the Newsletter Editor for publication in the September newsletter prior to the Retreat.
 - Establish and publish in the newsletter and on the website the rules for the annual Margaret Scovil Bead Challenge.
 - Submit an article for publication in the newsletter describing details about the upcoming Retreat.
 - Receive and submit participant fees to treasurer:
 - Receive completed application form and tuition payment from each applicant.
 - Check application against membership list for eligibility. Non-qualifying applicants are placed on a wait list.
 - Number each eligible application in order of arrival and give preference in that order.
 - Notify all applicants of their acceptance.

- Submit all registration fees from eligible attendees and wait list members to the treasurer within 60 days of receipt using an itemized Record of Deposit form.
 - Reimburse any accepted attendees or waitlisted members who are not able to attend the Retreat but withdraw prior to the February 15th deadline.
 - Appoint committees to plan, execute, and evaluate the Bead Retreat. Committees include nametags, Margaret Scovil Bead Challenge, Bead Bingo door prizes, goody bag stuffing, and set-up. Add or remove committees as needed.
 - Plan and execute the Retreat program:
 - Identify teachers, select projects, and provide class outlines and material lists to attendees.
 - Provide goody bags and contents to each attendee.
 - Arrange a lunch menu with the caterer and oversee caterer activities for all three days.
 - Send daily schedule to all attendees.
 - Inform all attendees regarding housing, meals, reservations, etc.
 - Arrange for nametags to be distributed by the Nametag Committee to each attendee.
 - Arrange for registration table and class attendance.
 - Work with Margaret Scovil Challenge Committee to display Challenge entries, to count votes, and to verify winners.
 - Obtain payment checks from Treasurer for Challenge winners, room balance, caterer fees, and any other outstanding reimbursements.
 - Set up the Retreat physical layout:
 - Arrive one day early to check floor plan, fill goody bags, oversee electrical set up, and troubleshoot.
 - Oversee Registration table and class sign-up sheets.
 - Arrange for garbage cans and signs.
 - Oversee the goody bag fill.
 - Plan and provide non-catered Retreat food:
 - Plan menu for three breakfasts and three afternoon treats.
 - Purchase and set out all food for breakfasts and afternoon treats.
 - Plan and purchase food for Wine and Cheese event. Appoint a host for the event.
 - Prepare a Board report:
 - Report at the next Board meeting on Retreat expenditures, successes, failures, etc.
 - Prepare and submit a post-Retreat report for the newsletter and website.
- The Retreat 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 Retreat 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.

Adopted by the PBS Board
October 18, 2011