

**PORTLAND BEAD SOCIETY
STANDARD OPERATING PROCEDURE
BEAD BAZAAR COMMITTEE CHAIR**

- The BEAD BAZAAR COMMITTEE CHAIR(S), in accordance with the PBS By-laws shall:
 - Assume leadership of the Bead Bazaar Committee and appoint its members to plan, execute and evaluate the annual Bead Bazaar.
 - Publish a vendor application form for qualified PBS members via appropriate PBS venues.
 - Solicit applications for qualified non-PBS vendors as needed.
 - Receive vendor fees and submit them to the Treasurer.
 - Maintain a good working relationship with vendors and business partners.
 - Prepare and present timely reports to the Board.
 - Prepare an annual budget for submission per PBS timelines.

- As a Board member, the BEAD BAZAAR COMMITTEE CHAIR(S) 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 to be approved by the board as an SOP??).
 - Attend Board and General meetings on a regular basis. Arrange for a substitute at these meetings when appropriate. Attendance by the Co-Chair will suffice when necessary.

The BEAD BAZAAR COMMITTEE CHAIR(S) 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 BEAD BAZAAR COMMITTEE CHAIR(S) 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.

Revised and approved by the PBS Board, Oct 15, 2013
Adopted by the PBS Board
May 16, 2012