

BBSAI Board Positions

Estimated Hours, Requirements and Duties

Estimated Volunteer Hours Per Month, by Position:

All positions: 2-3 hours per month on Board meetings and related emails, plus 1-10 hours on Committee-related work, depending on the committee and the work it is doing at the time.

President, Vice President and At Large: Outlined above under All Positions. Special projects and/or assisting with other Board duties are discretionary and are not included in the time estimate.

Membership Secretary: Average of 5-10 hours per month on new memberships, membership renewals, membership renewal forms, Annual Report, Annual Meeting, post-annual-meeting ballot mailout, and other duties. Hours may be greater than the average during peak periods (e.g., renewals and renewal letter mailing, preparation for Annual Member meeting, voting ballot prep and mailing)

Treasurer: 5-10 hours per month for payments, refunds, bookkeeping, and monthly Treasurer's report.

Recording Secretary: 4-8 hours per month on Board meeting preparation (minutes, agendas); plus 8-12 hours per month answering questions that come in via the BBSAI website and reviewing/editing/approving Classified ads.

The next few pages outline each position's duties, the requirements for Board membership and the election process.

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Powers, Duties and Election of the Board by Members:

Note: Members elect the Board yearly via a written ballot. Specific Board positions are not determined via the ballot.

Excerpt from BBSAI Bylaws (last rev. 10/24/2022), ARTICLE VI. DIRECTORS:

- A. **Powers**—The general business of the BBSAI shall be conducted and managed by a Board of Directors. Said Board shall have the power to make rules and regulations for the guidance of its Officers and members and for transaction of the business of the BBSAI. The Board of Directors, by resolution, may delegate to committees and ad hoc committees.
- B. **Duties**—Every Director shall discharge his or her duties in good faith with a view to the interests of the BBSAI and irrespective of any particular breed of sheep. Every Director shall participate in all meetings of the Board of Directors, including informal discussions, email discussions, telephone conferences, and any other meetings in which BBSAI business is transacted.
- C. **Qualification**—To serve as a Director, a person must be an active member of the BBSAI and must own at least one American Blackbelly or Barbados Blackbelly sheep that is registered with the BBSAI.
- D. **Composition and Election of Board**
1. The number of Directors shall be six.
 2. Elections for members of the Board of Directors shall be conducted by a mail ballot following the annual meeting as outlined in Article V Section G. The Nominating Committee shall receive nominations to fill all open positions on the Board of Directors.
 3. No less than 30 days prior to the annual meeting, the Board of Directors shall mail a list of the nominees to the members eligible to vote at that date.

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Specific Responsibilities of Each Board Position:

Note: Specific Board officer positions are assigned and voted on by the new Board during their first meeting after the election.

Excerpt from BBSAI Bylaws (last rev. 10/24/2022), ARTICLE VII. OFFICERS

A. **Officers**—Candidates for officers are selected from the current board of directors, and each officer is elected by majority vote of the board of directors as described in Article VI Section I. The term for all officers is 1 year, and officers may serve for any number of consecutive terms. The Officers of the BBSAI shall be a President, a Vice President, a Membership Secretary, a Recording Secretary, and a Treasurer. Any two offices may be held by the same person, provided that the President shall not also serve as Vice President. Other Officers with such powers and duties not inconsistent with these bylaws may be elected by the Board of Directors.

B. **Resignation; Removal; Vacancies**—Any Officer may resign at any time by giving written notice to the President or the Board of Directors. Any Officer may be removed from office at any time, in accordance with these bylaws. In case any office of the BBSAI becomes vacant, the Board of Directors by majority action may select an Officer to fill such vacancy.

C. **President**—The President holds the highest elected office on the Board of Directors. The President may vote in all meetings of the association and board of directors. It is recommended that the President not serve more than two consecutive terms.

Specific responsibilities (President):

- Preside at all meetings
- Sign all contracts and other instruments of BBSAI
- Supervise the affairs of BBSAI according to and subject to the bylaws
- Set up meetings, including conference calls
- Represent BBSAI to external parties as appropriate
- Create ad hoc committees as necessary with Board approval and appoint chairpersons of committees as required
- Appoint a Nominating Committee each May 1

D. **Vice President**—The Vice President assists the President and performs all duties of the President in his or her absence. The Vice President may vote in all meetings of the association and board of directors. It is recommended that the Vice President not serve more than two consecutive terms.

Specific responsibilities:

- Act for the President in his/her absence

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- Chair the yearly audit of the BBSAI books
- Be responsible for BBSAI advertising; propose advertising choices to the Board in a timely manner

E. **Membership Secretary**—The Membership Secretary is the corresponding and recording officer of BBSAI. The Secretary may vote in all meetings of the association and board of directors.

Specific responsibilities:

- Furnish membership forms and information packets to anyone who requests them
- Manage the membership renewal campaign to include several mailings (both postal and email) and reminders to minimize loss of members
- Update membership database upon receipt of membership renewal form
- Process membership applications and dues and mail New Member Acknowledgment letter
- Receive membership dues and send them to the Treasurer
- Keep an up-to-date membership roster
- Remove non-renewing members from the BBSAI membership list.
- Forward to the Recording Secretary any timely request for an agenda item at a meeting
- Upload minutes of meetings to both the Board and the BBSAI Yahoo groups
- Mail Notice of Annual meeting and arrange telephone bridge line; prepare a list of Board's accomplishments for the year to include with the meeting notice
- Prepare Annual Meeting packet to include minutes from previous year's meeting; agenda, financial report, committee reports
- Mail a ballot to each active member within 30 days following an annual or special meeting
- Present any complaints received about members to the Board of Directors
- File the Annual Report with the MO Secretary of State yearly
- Signs, with the President, all instruments requiring his or her signature
- Archive Board's emails and voting histories to BBSAI's archival resource

F. **Recording Secretary**— The Recording Secretary is the recording officer of the BBSAI. The Recording Secretary may vote in all meetings of the association and board of directors.

Duties are as follows:

- Record the minutes at each Board meeting and provide the Agenda for the meeting.
- Upload minutes of meetings to both the Board and the BBSAI Yahoo Groups.
- Post and update all Classifieds.
- Answer questions directed to the BBSAI.
- Help other Board Members when needed.

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- **Proposed additions/changes to the Recording Secretary’s duty, pending Board approval:**

1. The Recording secretary will assist the President or the designated manager of the BBSAI Zoom account with setting up and recording meetings of the Board, its committees and general membership. Video, audio, and transcript files will be used by the Recording Secretary to write accurate Minutes of Board meetings. When the Minutes of a given Meeting have been reviewed and approved by the Board, those video, audio, and transcript files will be deleted by the President or Zoom account manager. Board Meeting Minutes and Agendas will be uploaded as pdf files to the BBSAI Google Drive folders by the Recording Secretary.
2. The Recording Secretary will be a member of the BBSAI Communications Committee.
3. The Recording Secretary will act as Owner/moderator of the BBSAI groups.io email forum and will orient his/her successor in its use upon leaving office. He/she will assist other Communications Committee members, as needed, with the BBSAI Facebook page, the Newsletter/Blog, and the BBSAI YouTube channel.
4. Inquiries to the “Contact Us” link will follow this procedure:
 - Email Requests for Information are emailed to all Board members, pending the addition of a drop-down menu, which will provide links for specific requests.
 - The Recording Secretary will respond to requests for general questions and blind copy (bc) this reply to the President.
 - If the Recording Secretary is unable to respond to “Contact Us” inquiries in the time frame above, he/she will notify the President within 24-48 hours.
 - Requests for information about registration will be answered by the Registrar.
 - Requests for information about membership will be answered by the Membership Secretary.
 - Specific requests about other BBSAI policies and benefits (i.e., American Blackbelly Open Registration, Classified ads; email group forum, etc.) will be answered by the Board member currently responsible for that entity. The request will be forwarded by the Recording secretary to the responsible party, if that person is not already receiving these Request for information emails.

G. **Treasurer**—The Treasurer is the BBSAI’s chief fiscal and financial officer. The Treasurer may vote in all meetings of the association and board of directors.

Specific responsibilities:

- Collect all fees, dues, and other monies due the BBSAI
- Pay the BBSAI bills and require receipts and invoices for all expenditures
- Report the above transactions at each regular meeting
- Provide a written report when requested by the Board
- Maintain a file of receipts and invoices
- Reconcile the bank accounts to BBSAI’s bookkeeping system
- Keep the books up to date and open for inspection upon the reasonable request of any Board member