**Guidelines for Wichita Blues Society Board members**

To be a board member on the Wichita Blues Society requires the following:

* Willingness to volunteer 4 – 10 hours per month.  During months we have events it could be slightly more.  The time invested by you depends on your position as well as your availability.
* Able to communicate effectively.
* Ability to use Email, word processing and spreadsheet software.
* Attend monthly meetings.
* Be a current Wichita Blues Society member.
* A minimum 2-year commitment.

**Board of Directors**

The WBS board of directors is a group of people responsible for the strategic management of the organizations business activities as well as planning and executing events and other programs. The board operates by following the corporation’s bylaws that governs how the organization must pursue its mission and activities.

**Executive Officers**

**President**

The top position on the WBS board is the president of the organization and an Executive Officer.  In his/her role, they set the agenda, run board meetings, appoint committees and performs other duties as directed by the bylaws. As president, this individual represents and steers the organizations mission and is the face on behalf of the organization.

**Secretary**

The secretary of the board is an Executive Officer who is the steward of the by-laws and takes minutes (notes) at board meetings, and submits those minutes for amendment or approval by the board at the next scheduled meeting if not before.   If the organization does not have a business office, the secretary should keep its records and its non-financial legal documents, including its bylaws, articles of incorporation and minutes of historical meetings.

**Treasurer**

The treasurer of a board is an Executive Officer and keeps the organization’s financial records, unless the organization has a professional accountant or business manager. In that case, the treasurer keeps copies of the main financial records, signs checks, approves purchases and invoices and otherwise oversees and keeps an eye on the organization’s finances. The treasurer also prepares and delivers a treasurer’s report at each of the board’s official meetings and approves the organization’s annual tax filing. Many smaller organizations combine the secretary and treasurer positions, giving this position the title of secretary/treasurer.

**Board Members**

Board members who do not have one of the previously mentioned roles often volunteer to head committees as outlined below.  Executive Officers and board members attend meetings, receive updates and vote on board matters. They have the right to make, discuss and vote on motions presented to the board. These positions come with a chairperson title, such as a “Director of Blues In Schools (BITS)”. After serving as a board member, these individuals might ascend to the secretary, treasurer, or president if one so chooses.

The Wichita Blues Society has several individual chairs that may need to be filled from time to time.

**Membership** – This board member takes care of membership rolls, sends out renewal notices and initiates ideas on how to increase the number and involvement of the members. This role is often combined with the Volunteer Coordinator role.  If you like engaging with people, this is for you!

**BITS (Blues In The School)** – This board member works with the school districts and other community organizations to present live performances by blues artists that share the history and musical styles of the blues with children.  This is a fun role that allows you to work with our local and touring artists.

**Social Media** – This board member is responsible for maintaining existing web site and social media accounts along with developing and implementing marketing strategies to raise awareness of the organization. This might include blogging, creating social media profiles, managing regular posts and responding to followers. If you are creative and enjoy communicating via digital platforms, this is a good fit for you.

**Volunteer Coordinator** – This board member recruits and maintains an army of members who perform a variety of tasks at WBS events including working the door and merch/membership table. Can you organize groups of people and get them working together?  We need you!

**Events** – This board member interfaces with club/venues, artists, talent agents, production light/ sound companies to execute the WBS events, which include: Spring/Fall Crawls, Blues Ball, Membership Appreciation Party, Election Party, International Blues Challenge (IBC) and any other events the board wants to pursue. Some previous experience in event planning would be helpful for this role, but we have our events down to a good groove, so we get you up to speed quickly.

Again, many hands make for light work! Please consider donating your time to enrich your community.