



Duties and Responsibilities for OSBA Representative / Delegate to Eastern Apicultural Society (EAS)

This is an annually renewed position by OSBA. Representatives / Delegates are to learn from their role as a Representative / Delegate, and to share their educational experience with the OSBA Board, and Ohio beekeepers.

Process:

- OSBA members in good standing may complete an application to be considered as the OSBA Representative or Delegate to EAS.
- The OSBA Nominations Committee will review all applications; interview the applicants via telephone and/or in person, and provide written recommendation to the OSBA Board for a Representative/Delegate to EAS.
- One applicant will be appointed by the OSBA Board for each of the entities (EAS).

Limitations:

- One individual may not serve as a Representative or Delegate to more than one association (ABF, HAS, EAS) at the same time.
- The position for Representative and Delegate to EAS is renewed annually via an open application process. The Nominating Committee should seek nominations in the third quarter of each year.
- There is a lifetime limit of three years for each position.

Expectations of each Representative/Delegate to EAS:

- Serve on at least one committee as the OSBA Representative for EAS;
- Participate on regular conference calls –schedule to be determined by EAS for the Delegates/Representatives; Provide written updates to the board about the meetings;
- Volunteer at the respective conference for EAS as a member of their committee;
- Attend conference workshop sessions and provide a written report of each session for publication in the OSBA Newsletter.
- For the EAS Representative, an auction basket representing Ohio hive products must be compiled (paid for by OSBA) and with the approval of the OSBA Executive Committee;
- Other duties per EAS Representative/Delegate duties and responsibilities (see attached)

Compensation:

For an OSBA Delegate or Representative to receive partial financial support to attend these conferences, the OSBA Board needs to ensure our Delegates are learning from their role as a Delegate, sharing their educational experience with Ohio beekeepers, provide support to the regional/national group, and are a quality Representative for Ohio beekeepers. Partial support of the expenses incurred by the OSBA Delegate/ Representative is determined by the OSBA Board annually, and typically remits no more than half of the cost to

attend the annual conference with restrictions on per diem expenses, and special event tickets, etc. for a maximum of \$600 annually.

Removal of a Representative/Delegate:

OSBA will remove an OSBA Representative/Delegate to EAS per the following:

- Failure to meet the responsibilities listed in these duties and responsibilities
- Request of EAS Board to remove the OSBA Representative/Delegate
- Misrepresentation of OSBA or inappropriate behavior during EAS conference calls, board meetings, conferences, and any related activities of EAS.

Resignation:

An OSBA appointed EAS Representative/Delegate may resign in writing at any time during their term, stating the reason for resignation, the effective date, and that they have also notified EAS respectively. The OSBA Board may request a refund of any financial support provided to the OSBA Representative/Delegate during their term upon their resignation.

Background of EAS:

Eastern Apicultural Society: <http://www.easternapiculture.org/>

The Eastern Apicultural Society of North America, Inc. (EAS) is an international nonprofit educational organization founded in 1955 for the promotion of bee culture, education of beekeepers, certification of Master Beekeepers and excellence in bee research. EAS is the largest noncommercial beekeeping organization in the United States and one of the largest in the world.

Every summer EAS conducts its Annual Conference consisting of lectures, workshops, vendor displays, short courses for beginning and advanced beekeepers, Master Beekeeper examinations and an annual business meeting in one of its 26 member states or provinces in the eastern U.S. and Canada. Over 400 people generally attend the conference each year. EAS publishes its newsletter, *The EAS Journal*, four times a year; sponsors awards to deserving bee researchers and graduate students; and offers research grants for applied research projects.

From EAS By Laws: <https://www.easternapiculture.org/about-eas/eas-bylaws.html>

Section 2.2 Initial Term of Directors.

In order to assure that the terms of the majority of the board of directors will not expire at once, the directors' terms for the following states in the EAS region shall expire as follows:

- a. Terms of directors from the following states/provinces shall expire in 2005, and every fourth year thereafter - Ontario, Pennsylvania, Virginia, Ohio, Quebec, South Carolina, Georgia, Master Beekeeper.

SECTION 2.7 Voting by Proxy.

Any state/provincial association whose director is absent at a Board meeting is entitled to a vote at any meeting of the Board by proxy. The proxy director must have provided authorization in writing signed by the state/provincial association president or the director granting the proxy. Such written authorization must specify any limitation placed on the voting rights granted to the proxy. The proxy

statement must be filed with the Society Secretary prior to the beginning of any Board meeting and announced at the beginning of the Board meeting

SECTION 3.2 Regular Meetings.

The Board of Directors will hold at least two regularly scheduled meetings during each year. One of the two meetings will be held in conjunction with the annual conference.

SECTION 3.4 Annual Meeting.

The annual meeting of the board is essentially the same as a regular board meeting, except that it shall be held prior to the General Membership Business Meeting. This is done so as to allow issues of importance to the membership as a whole to be presented to the general membership for consideration and vote.

ARTICLE 5 COMMITTEES

SECTION 5.1 Types and Appointments.

The Society shall have two (2) types of committees, Standing and Ad Hoc. Volunteers for committee positions may be accepted from the Board members, however, the Chairman retains authority for all committee appointments, except for the Executive Committee whose members are all elected. The Chairman appoints each committee chairman except the Finance Committee Chairman who is the elected Treasurer and the Executive Committee which is chaired by the Chairman. The Chairman may appoint a scholar from the general membership to serve on the Awards Committee to assist in evaluating Research Grant Proposals, and the other Awards. Each committee will have one or more members. Job descriptions, goals, purposes, guidelines and reporting requirements of all committees are defined in the Policy and Procedure Manual. Appointment to a committee will terminate at the end of the Board Member's term of office or by arrangement with the Chairman.

SECTION 5.1.1 Standing Committees.

SECTION 5.1.1.1 Executive Committee.

The Officers of the Society serve as the Executive Committee. The Executive Committee shall have all of the powers and authority of the Board in the intervals between meetings of the Board.

SECTION 5.1.1.2 Finance Committee.

The Finance Committee will have at a minimum three members and be chaired by the Treasurer. The Finance committee shall be responsible for developing and reviewing fiscal procedures, ongoing fundraising and a budget for both EAS operations and the annual conference. All budgets and amendments to budgets will be presented to the Board for approval. One member of the Finance Committee will be designated recording secretary and keep minutes of each Finance Committee meeting.

SECTION 5.1.1.3 Awards Committee.

The Awards Committee will have as a minimum three members and is responsible for evaluating award nominees and selecting winners for the various awards given by EAS each year. A list of the awards and the criteria used to determine each winner may be found in the Procedures and Policy Manual. One member of the Awards Committee will be designated recording secretary and keep minutes of each Awards Committee meeting.

SECTION 5.1.1.4 Nominating Committee.

The Nominating Committee will have as a minimum two members and is responsible for seeking out qualified members to serve on the Board and placing the qualified member's name in nomination before

the Board Of Directors, and if accepted, then at the annual conference General Membership Business Meeting. The Nominating Committee is responsible for monitoring the expiration dates of the various Board members terms of office so that the orderly replacement of directors is maintained.

SECTION 5.1.1.5 Membership Committee.

The Membership Committee will have as a minimum three members (one being the Vice Chairman) and is responsible for presenting to the Board initiatives for approval to increase membership. Upon approval or modification by the Board, the Membership Committee will implement the initiative and report the results. The Vice Chairman shall act as recording Secretary.

SECTION 5.1.2 Ad Hoc Committees.

Ad Hoc Committees will be appointed from time to time by the Board to perform a specific task. All Ad Hoc Committees will receive from the Board a set of written instruction defining the scope of the committee's task, any limitation placed on the task and when the task is to be completed. Ad Hoc Committees may vary in size from one to any number and remain in effect until the task is completed.

For the complete By Laws of EAS go to <https://www.easternapiculture.org/about-eas/eas-bylaws.html>

See below for OSBA Nomination Form to submit

OSBA
Nomination Form



Date _____

Applicant Information

Last Name _____ First Name _____ M.I. _____

Street address _____

City _____ State _____ Zip _____

Phone _____ Email address _____

Position Applied For _____

Are you a member of a local beekeeping association? YES NO

Have you held a leadership role in your local beekeeping organization? YES NO

If yes, what club? _____

What position? _____

How many years have you been a beekeeper? _____

Why do you like beekeeping?

Why are you applying for this position with OSBA?

What skills do you bring to the position?

How can you apply your skills to help OSBA?

Please list three references (preferably references from projects on which you worked / volunteered).

Full Name _____ Relationship _____
 Company _____ Phone _____
 Address _____

Full Name _____ Relationship _____
 Company _____ Phone _____
 Address _____

Full Name _____ Relationship _____
 Company _____ Phone _____
 Address _____

NONPROFIT REQUIRED INFORMATION

The following must be completed due to the IRS 990 tax filing for OSBA, the Unified Business Registration application, and Standards for Excellence for nonprofits.

Are you related to a current OSBA Board member? YES NO
 If YES, list their name(s) _____

Do you currently provide any contracted services to OSBA? YES NO
 If YES, list the contracted service(s): _____

Will you sign and comply with a conflict of interest policy while serving as a Board member of OSBA? YES NO

Are you a citizen of the United States of America? YES NO

Are you under investigation / been convicted of a crime related to:

| | | |
|---|-----|----|
| Corruption | YES | NO |
| Irregular or unauthorized use of public resources | YES | NO |
| Substantial unauthorized or irregular use of, or substantial mismanagement of public resources | YES | NO |
| Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety, or harm to the environment. | YES | NO |

As required by our insurance:

Have you given written notice under any insurance policy which might give rise to a claim? YES NO
 Are you cognizant of any act, error or omission which you have any reason to suppose might afford valid grounds for any future claim? YES NO

IF YOU ARE APPLYING FOR Heartland Apicultural Society (HAS), Eastern Apicultural Society (EAS), or American Beekeeping Federation (ABF) Representative / Director

You must be willing to serve on at least 1 committee during the year with HAS or EAS or ABF

You must regularly submit meeting reports/minutes to the OSBA Board

For which Delegate/State Representative Position are you applying? ABF EAS HAS