



President

Position Description
Updated Jan 2021

Coordinate and lead overall operations/activities of the Bella Vista Bluebird Society (BVBBS) as described in five areas:

- Board**
- Preside over meetings of the BVBBS Executive Board; hold board meetings (3-4 per year) or as needed; work in tandem with other Board members, especially the Coordinators, Public Relations and the Treasurer, to ensure maximum efficiency of the society.
 - File annual Federal form 990-N to keep our 501c3 status up-to-date.
 - Create and/or edit the BVBBS position descriptions and procedures, as needed.
 - Update the BVBBS Bylaws with board input, as needed.

- Volunteers**
- Maintain a current roster of volunteers (names, address, phone, etc.) and positions held; distribute roster to volunteers annually or as needed; maintain a list of dates each volunteer started for service award purposes; work with Treasurer annually to secure service awards.
 - Recruit new volunteers for the BVBBS as needed; work with Coordinators to create training for and to train new volunteers.
 - Create presentations for and lead March & October volunteer meetings, engage speakers of interest to present at each meeting.
 - Attend annual trail boss/box builder/installer meeting.

- Education**
- Maintain the BVBBS website, bvbluebirds.com, with up-to-date content.
 - Work with Public Relations to write/edit *The Bluebird* newsletter. Distribute it to the BVBBS volunteers, the list of non-volunteers, social media and bvbluebirds.com.
 - Create and distribute society updates of interest; distribute by email to the BVBBS volunteers and non-volunteers.
 - Maintain a list of non-volunteers' email addresses (those who have shown an interest in bluebirds, either as a former volunteer, as a bluebird nest box owner, having attended one of our public meetings, and/or donated to our Society), in order to send them our newsletters and society updates.

- Data Collection**
- Tabulate or obtain tabulated monitor reports from the Monitor Coordinator in order to compile an end of season spreadsheet to send to NestWatch before the end of each calendar year.
 - Reach out to Bella Vista residents through local media, social media, and the BVBBS publications, in late Aug/early Sep to obtain the number of bluebirds fledged from their nest boxes; report results in the BVBBS statistics.
 - Update the BVBBS Statistics page on bvbluebirds.com; report results to Society volunteers, to non-volunteers, and to the Bella Vista community through; *The Weekly Vista*, *The Bluebird*, POA publications, and local Facebook sites.

- Outreach**
- Maintain relationship with The Bluebird Shed in regards to selling BVBBS merchandise; provide monitoring literature handouts for customers who purchase a BVBBS nest box.
 - Edit society brochure as needed to ensure currency; print or direct printing; distribute or direct distribution to The Bluebird Shed and other local outlets.
 - Work with local retailers – TH Rogers, Lowe's and others – to seek donations and/or discounts on supplies for box builders.
 - Respond to the public and other bluebird societies, as needed; create presentations for annual public meetings, and other group presentations as requested.
 - Represent the society to the North American Bluebird Society (NABS) and Cornell Lab of Ornithology's NestWatch, as well as to any organization associated with birds and/or wildlife conservation.