**NATO Charity Bazaar (NCB) Board Member Positions**

**Descriptions of role and responsibilities**

Roles grouped into Executive, Coordinator (continuous/ongoing) and bazaar specific.

**Executive Positions**

**President (Executive)**

* Preside over all Board and General Meetings and ensure they are focused and begin and end on time
* Sign letters in beginning of term asking permission to Executive Management to hold Bazaar on scheduled date. Follow-up as necessary.
* Sign paperwork drafted by Treasurer for Bank and tax details, give Monti Paschi bank a copy of identity card. End of the year financials will also need to be signed by President and Vice President.
* Organize individual meetings with National Representatives as necessary
* Attend at least 1 yearly meeting with Executive Management, Security, Aramark, Facilities, Fire and Safety, and any other important NATO entities to finalize details before the Bazaar
* Assist Sponsor and Bazaar coordinators with negotiations as necessary
* Monitor progress of all board members, any upcoming events, and assist as needed. Delegate tasks as necessary.
* Maintain contact with Patrons, Honorary President and Vice-President throughout the year, keeping them up do date on any events or issues
* Before the bazaar, decide who will be giving speeches at the opening ceremony and give them itineraries of the day’s events
* Day of the Bazaar: give a short speech, walk around with Patrons, honorary President and Vice President to each Restaurant and National Stand
* Donation Ceremony: give a short introduction and parting words at end of ceremony

**Vice-President (Executive)**

* Re-register NATO Charity Bazaar ASBL annually with Moniteur Belge, providing updated statues, internal regulations, and board member information.
* Maintain NCB Facebook page(s)
* Preside over any meetings in the President's stead as necessary
* Track members RSVP's for the annual Donation Ceremony and gives a speech at the Donation Ceremony.
* Assist all other non-executive board members as necessary
* Review all event and bazaar photos to approve before posting on facebook and/or webpage
* Review content on webpage periodically and coordinate necessary updates, changes or corrections with web manager.
* After Bazaar:  
   - Send updates on totals to Executive Management, patrons, etc. and thank them for their assistance.  
   - Send thank-yous to entertainment and any other special helpers on day of bazaar  
   - Deliver wine  with coordinator to departments at NATO (takes an hour or so). Deliver thank you letters signed by principal patron at this time.

**Treasurer (Executive)**

He/She is part of the **Management Board** togheter with **the President** and **Vice-President** and he/she is always involved in all the important issues. In case of unforeseen difficulties only **the President** can replace the Treasurer. In addition to English language, he/she should have a good knowledge of both spoken and written French language because it is an important asset to liaise with “***Moniteur Belge”***, the **Ministry of Finance** and local suppliers.

**Main responsibilities during the Bazaar year:**

**March:**

* On March1st, the treasurer asks the **Bank** fora copy of the original bank statements and bank transactions for the just ended financial year of the Association (The financial year begins on March 1st and ends the last day of February of each year);
* manage the accounts of the end year Financial statements and prepare the Budget for the coming year;
* set up and make the financial report;
* at the end of the financial year, meet at least two members; one of them must be a full member, in order to check the NATO Charity Bazaar account. They have to verify the original bank statements with the treasurer before the Annual General Meeting as Financial auditors and they act on behalf of the members of the General Meeting *(ref. Art. 1 Internal Regulation*);
* present the Financial report containing the just ended year’s Financial Statements of the Association and the Budget of the current year. During the Annual General Assembly meeting the Members of the General Assembly are invited to approve this report and the budget (*Ref. Art. 9 of the Statutes*);
* sign and ask the **President** and **Vice President** to sign all the “accounting books”.

**April:**

* Give to the **Vice-President** a copy of the previous year’s Financial Statements to be delivered to the “***Moniteur Belge***”;
* pay for the publication of the amendments of the NCB folder to the “***Moniteur Belge***” (acte aux annexes du Moniteur Belge);
* in case of change of the Association’s address, ask, the **Ministry of Finance** for the “***Attestation de qualité de non-assujetti****”* for NCB (Certificate VAT-free).

**August:**

* Regarding the income tax return of the Association, by the end of the month submit electronically, using the electronic ID-card and the ID-reader, the “***Déclaration à l'impôt des personnes morales***” for the previous year (**“*Tax Form”***).

**October:**

* Send the “*Financial Accounting Form*” to the **President,** **Vice-President, and Webmaster** to be attached to the invitation of the first General Meeting of this month and to be posted on the web;
* at the General Meeting present a “*Treasurer’s Update*” and the instructions to transfer funds to the NCB account and to fill in the “*Financial Accounting form*” (Bazaar transfer of funds’ instructions*);*
* after the “*Charity Vote Result”* receive electronically from the **Charity Coordinators** a copy of the following documents: “*Organization Information*” and “*Financial Information*” of the *“Funding Application and guidelines form”* and a copy of the “*official letter from the bank in English or French language with a recent date*” for each organization as proof that the bank account is in the name of the requesting organization (including IBAN, BIC codes or ABA/Routing Transit Number for USA);
* start to check all the bank details of the Charities voted by the members;
* regarding the Charities who do not have a bank account in the European Union, check if there is a support bank account and the procedure to make the transfer;
* get from the **Webmaster** the request of payment of the website’s invoice and pay it. After that, receive from the **Webmaster**  the receipt to be attached to the financial accounting books.

**November:**

* Present a “*Treasurer’s Update*” and remind the “*Bazaar transfer of funds’ instructions ”*during the General Meeting;
* during the Bazaar period:
  + **The day before the Bazaar:**
    - withdraw coins to get the change for people who will buy the Tombola tickets and other gadgets at the Info desk;
    - upon agreement with **Management Board,** withdraw the money from the bank to give a tip to the cleaning staff;
    - go around the stands with copies of the “*Financial Accounting form*” to give to the person in charge of the payment and answer any questions about the financial transfer;
    - supervise the NIC/NCB information desk and monitor the tombola tickets sale.
  + **The day of the Bazaar:**
    - attend the **Patrons & Sponsors Coffee**;
    - assist the **Sponsors Coordinator** in the supervision of the sponsors’ stands;
    - oversee the Press Hall Area;
    - he/she is located at the Press Hall Area and supervise the NIC/NCB table Information desk and and the tombola tickets sale;
    - coordinate the bazaar’s gadgets sale;
    - receive the clean-up checklists and the country plaques;
    - at the end of the day and toghether with **President** or **Vice-President**, give the tip to the cleaning staff.
  + **The days after the Bazaar:**
    - Send an email to the **Board** in order to inform them about the amount raised from every country after checking the saving account;
    - send a confirmation email to every country after getting the “*Financial Accounting form*” and the bank transfer transaction receipt, and thanks them and their whole nation for the support and the contribution;
    - provide support and follow-up to **Members** and answer any questions.

**December:**

* Keep informing the **Board** by e-mail about the amount collected after having checked the saving account;
* keep thanking the countries and confirm the receipt of the money by e-mail;
* prepare the transfer document with all the information for the bank who has to make the transfers to the International and Belgian Charities. Sign and get it signed by the **President** and **Vice-President**;
* bring the original transfer document to the bank in order to transfer funds to the official bank account of the applicants charities (*Ref. Art.9 Internal Regulation*);
* daily monitor the transfer of funds checking the NCB account;
* if necessary, send an email to the **Charity Coordinators** to let them know about the transfer of funds to the charities;
* check that the transfers do not come back to NCB current account (if it does occur a payment problem).

**January**

* Pay the Donation Ceremony’s refreshment if it is not payed by sponsors;
* send by post the “***Taxe compensattoire des droit de succession***” to the “***Administration Generale de la documentation patrimoniale***” after receiving the request by mail.

**Any other duties during the year:**

* + **Emergency Request :** if the **Management Board** or the board members approve an emergency request:
    - prepare the transfer document with all the information for the bank who has to make the transfer to the organization. Sign and get it signed by **the President and Vice-President**;
    - bring the original transfer document to the bank in order to transfer funds to the official bank account of the organization (*Ref. Art.10 Internal Regulation*);
    - If the charity does not have a bank account in the European Union, check if there is a support bank account and the procedure to make the transfer;
    - send an email to the **Board** informing them that the transfer of funds is done;
    - check that the transfer does not come back to NCB current account (if it does occur a payment problem).
  + **Sponsor:**
    - During the period from January to July, receive copy of the agreements from the **Sponsors Coordinator** and every day check the NCB bank account waiting for the wire transfers;
    - get from the **Sponsors Coordinator** the details of the PoC of each Sponsor (name, surname, position and e-mail address);
    - once received the Sponsor’s wire transfer:
      * send an email to the **Board** informing them;
      * send by e-mail to the sponsor a **thank you letter** with the **receipt** enclosed.

The NCB reference number of the receipt and thank you letter is the same of the agreement.

* + **Tombola**
    - During the period from January to November, receive from the **Tombola Coordinator** the information about prizes donated by Patrons, Sponsors or private person in order to include their value in the Financial Statements.
  + **Bake sale** 
    - if they are new members, ensure that the bake sale coordinator or the assistant treasurer get the instructions to be followed to deposit the money;
    - provide the coins plastic containers to deposit the money to the bank and the cash boxes with the change to give to the customers.
  + **General Meetings**
    - For each meeting, after getting by e-mail from the **Bazaar Coordinator** a copy of what has been foreseen for the refreshment of the General Meeting, check and pay the invoice (on March, April, May, June, July, September - 2 payments-, October - 2 payments -, November);
    - present a “*Treasurer’s Update*” during the General Meeting on April, May, June, July, September (only at the second General Meeting), October (only at the second General Meeting) and November;
    - available to show the NCB accounting to the members if needed.

**Secretary (Executive)**

* Take minutes for all meetings
  + Board
  + General Assembly (GA)
* Distribute all meeting minutes to the applicable group(s)
* Ensure content and documentation is distributed to Web Manager for timely posting on website

**Board Coordinators (year-round/continuing responsibilities)**

**Bazaar Coordinator**

* Book room, prepare Agenda, PowerPoint for all Board and General meetings
* Send out meeting documentation prior to meetings to applicable distribution group(s)
* Mail collection at HQ
* Book location for annual NCB Bazaar
* Prepare all name tags for:
  + - board members
    - honorary members
    - sponsors and patrons at the Bazaar Weekend
* Coordinate tables, electricity, safety, access, photographer... with NATO Staff for Bazaar Weekend and all other NCB Events
* Floor Plan preparation
* Prepare and coordinate all Bazaar promotional materials (posters, Trifold, Sponsors posters, Floor Plans...)
* Coordinate and order promotional materials, coordinate tables and Chairs for all NCB Events (Bake Sale, Art Craft...) with Graphical department
* Order Tombola tickets, guest, helpers and VIP Passes, food vouchers from Graphics
* Place Charity Briefing book orders to print shop and distribution of books to all members
* Prepare tame schedules for all board members and helpers for Bazaar Weekend
* Buy all necessary material for Bazaar Weekend and NCB Events
* Check and reorder the country plates
* Prepare the Country folders for Bazaar Weekend with all instructions
* Make first hand selection of all pictures taken during the Bazaar Weekend and Donation Ceremony
* After Sales preparation
* Have old tombola tickets bagged to be shredded or burned
* Prepare and order promotional material for Donation ceremony
* Coordinate and order promotional materials, coordinate tables and Chairs for all NCB Events (Bake Sale, Art Craft...) with Graphical department
* Order Tombola tickets, guest, helpers and VIP Passes, food vouchers from Graphics
* Place Charity Briefing book orders to print shop and distribution of books to all members
* Prepare time schedules for all board members and helpers for Bazaar Weekend
* Buy all necessary material for Bazaar Weekend and NCB Events
* Check and reorder the country plates
* Prepare the Country folders for Bazaar Weekend with all instructions
* Make first hand selection of all pictures taken during the Bazaar Weekend and Donation Ceremony
* After Sales preparation
* Have old tombola tickets bagged to be shredded or burned
* Prepare and order promotional material for Donation ceremony
* Prepare/update and coordinate distribution of all bazaar related documentation and distribute to all participating national representatives
* Present updates for  bazaar details and information for Board meetings
* Maintain/update bazaar information on GA PowerPoint slides and be available to present at GA meetings
* **Skills/knowledge required**: PowerPoint, Word

**Bake Sale Coordinator**

* Send an email to the Bazaar Coordinator with what needs to be said to the General Assembly via email – ie requesting baked goods (sweet and savoury) and request for helpers on the day of the bake sale.
* Ensure there are enough supplies (boxes/plates, napkins, tablecloths) which all can be found in the storage room along with supplies such as tape, scissors etc..
* Put up the Bake Sale posters (the Bazaar coordinator has these printed up for us)
* Request a cash box and float from the Treasurer/Assistant Treasurer
* Create more national flags, as required
* The day of the Bake Sale
* Get supplies from the storage room (can be done the night before)
* Arrive at the Press Hall around 730/800 to start setting up the tables and getting everything organized
* Designate someone to handle the cash
* Take pictures throughout the day to be published on Website and the Facebook page
* Supervise and help sell the goodies
* Near the end of the sale if there are any goodies left over make up a couple of trays to give to the security people
* At the end of the day, help do a cash count and hand cash over to the Treasurer/Assistant Treasurer
* **Skills/Knowledge necessary:** Word, PDF, PowerPoint

**Charity Coordinator**

* Coordinate with web manager any Charity information content updates necessary
  + Update lists of qualified current year charities
  + Provide links to  qualified current year charity websites if available
  + Provide any charity photos for posting on website
* Receive the applications in the round cube, reply to them confirming you received them
  + Send to the respective coordinator, Belgian or international.
  + Organize with the coordinators the meetings to go through all of them.
* Coordinate charity application workshop with NCB members
* Compile, distribute and post Charity books for membership review and voting
* Prepare the excel for the ballots result for Belgian and International voting
* Send Treasurer charity banking information Update General Assembly slides for Charity updates and information as applicable and requested
* Send the invitations for the Donation Ceremony
* Organize the Donation Ceremony
* Present to the Charities in the Donation Ceremony
* **Skills/knowledge required:** Word, PowerPoint, Excel

**Assistants to the Charity Coordinator**

**Belgian Charity Coordinator**

* **May – Jun** 
  + Receiving and saving the applications on the roundcube server.
  + Printing and dividing of the applications into folders.
  + Preparing of the “BEL Charity In Brief” documents and eliminate non – eligible applications.
  + Contact organizations for any clarification or missing documents.
  + Coordination of the visits to the BEL organizations.
  + Preparing the BEL Pre-Briefing book
  + Writing the BEL Charity Ballot Paper.
  + Writing of the BEL Briefing book.

**September – October**

* + Preparing an excel spreadsheet for voting (before 1st board meeting in Sep!).
  + Ranking BEL charities with amounts to be raised.
  + Sending of letters to the charities: Possible funding or non-funding.

**After the bazaar**

* + Sending of letters to the charities to confirm funding with amount or to regret non –funding.
  + Send out of Invitations for the donation ceremony + follow up access to NATO

**Generally**

* + Being available to present at Board meetings and General meetings.
  + Coordination with charity coordinator.
  + **Skills/knowledge required:** PowerPoint, Word, French, Outlook

**International Charity Coordinator**

* Review the projects that are applying for funding.
* Reponsible for a team of assistants who will review each application, check all details and attached documents and report back to the Charity Coordinator
* Contact organisations to clarify information or request extra information via email
* Organise meetings with all the assistants to go through the projects and to decide on eligibility according to the criteria in the Funding Application
* Prepare Pre-Briefing Book to discuss the projects in detail with the Board and to discuss the proposed amount
* Prepare the documents for the International Charity Ballot (first September General Assembly meeting. This vote is blind, members are not aware of the origin of projects
* Prepare the International Charity Briefing Book with the ranking of the projects as voted on by the members. All the details of the projects are now available to the members
* Send letters to all the organisations applying for funding, informing them of possible funding or not
* After the Bazaar, send letters to confirm funding or not and help organise the Donation Ceremony.
* Update Funding Application for the next Bazaar year
* Send Treasurer charity banking information
* Update General Assembly slides for Charity updates and information as applicable and requested
* **Skills/knowledge required**: Word, PowerPoint, Excel

**Events Coordinator**

* Send an email to the Bazaar Coordinator with what needs to be said to the General Assembly about the event via email
* Request event information be posted on Facebook and on website
* Create and organize new NCB social and fundraising events through-out the year
* Contact and coordinate potential participants for the events
* Make lists of participants, their contributions
* Give information of the event and the organization to participants
* Secure/book room for event with assistance of President/Vice-President or Bazaar Coordinator if necessary
* Work with Bazaar Coordinator if necessary to design and print-up event posters
* Call for event helpers as necessary
* Ensure there are enough supplies for the event (coordinate with Treasurer if any monies are needed for supplies) which all can be found in the storage room
* Post posters (the Bazaar coordinator currently has these printed up for us)
* Prepare the room for the event, if possible the evening before
* Supervise the participants, motivate people to participate
* Allow opportunity for people who would like to sponsor or give some extra money- make note to Treasurer of these special donations
* Request a cash box (if necessary) and float from the Treasurer/Assistant Treasurer
* Get supplies from the storage room (can be done the night before)
* Designate someone to handle the cash, usually self
* Take pictures throughout the day to be published on Website and the Facebook page
* Ensure event room cleaned, tables and chairs returned and room generally returned to pre-event set-up
* Coordinate access with Guest Access Coordinator and security people if necessary
* At the end of the day, help do a cash count and hand cash over to the Treasurer/Assistant Treasurer
* **Skills/Knowledge necessary**: Word, PDF, PowerPoint

**Sponsorship Coordinator**

* Contact previous year Bazaar sponsors
* Attempt to enlist new Bazaar sponsors
* Negotiate sponsorship with sponsors
* Organize meetings with Sponsors
* Manage the Bazaar Sponsor coordinator e-mail
* Annual rewording  of Agreements
* Manage the Agreements signatures and send  the signed Agreements to the sponsors
* File the Agreements
* Compile list for NATO security of all Sponsors who have no NATO access for the Guest Service Coordinator
* Distributes the Bazaar day entry passes to the Sponsors
* Manage the days of the sponsors during the Bazaar weekend and during the Donation Ceremony
* Provide the web manager with Sponsor logos  to post on website and links if necessary
* Provide the Vice -President with Sponsor  logos to post on Facebook
* Provide Bazaar coordinator with high quality pictures and Logos for posters and brochures
* Update Sponsor slide on GA PowerPoint as requested be available to present at meeting(s)
* **Skills/Knowledge necessary**: Word, Excel

**Web Manager**

* Update web page content as requested by authorized board members and with board approval as necessary
  + Update upcoming events  in timely fashion as directed by President/Vice-President, Secretary, Bazaar and Events Coordinators
  + Update homepage posts and banners as approved and requested by board members (Secretary, Bazaar/Sponsors coordinators)
  + Maintain FTP database of all NCB documentation for site links
  + upload board approved images and pictures for display on site
  + Create new pages and photo albums as necessary (yearly at least for archive purposes)
  + maintain user password integrity- changing at least once a year
  + maintain plug-ins as applicable
  + ensure main site page content is available in both English and French as applicable
* Update distribution lists as requested by Membership coordinator
* Maintain NCB email accounts as necessary
  + Reset passwords as membership changes
* Send Treasurer hosting and domain invoices as soon as received for payment
* Update General Assembly slides for web page updates and member information as applicable and requested
* **Skills/knowledge required:** HTML, WordPress, Roundcube/Outlook email protocol (including DNS and mail server updates as necessary), File Transfer Protocol (FTP)

**Board Bazaar Coordinators**

**Guest Service Coordinator**

* Compile list for NATO security of all
  + VIPs, Guests, Sponsors, Helpers, Delivery Personnel, Musicians/ Entertainers and Board Member guests who have no NATO access for the annual NATO Charity Bazaar in November.
* Compile a security list of attendees for the annual donation ceremony in January.
* As soon as the dates for the bazaar are determined
  + update directions and access forms for  specific categories (in Word)
  + Forward completed forms to Web manager for posting on Web page.
* Collect forms from nations (starting at the beginning of October for Bazaar
  + Copy necessary info onto an excel spreadsheet to be sorted and sent to the security contact in NATO. This sheet is sent a week prior to the event so that security has a chance to review and sort the list.
  + Prepare access passes/invitations (handwritten)and deliver to the nations, Sponsor Coordinator and board members to hand out to the invitees
* Update Guest Services slide(s) on GA PowerPoint as requested and be available to present at meeting(s)
* **After Bazaar**
  + Update donation ceremony paperwork and collect information for donation ceremony attendees from
    - Charity coordinator
    - Sponsorship Coordinator
  + Submit list of attendees to Staff Center security
* **Skills/Knowledge necessary**: Word, Excel

**Restaurant  Coordinator (draft section- need inputs)**

* **September – October** 
  + Provide liaison between nations and facilities
    - Meet with facilities management where restaurant will be set-up on the day of the bazaar.
      * Determine facilities level of support for restaurant area- outlets/extensions, etc..
      * Determine what equipment the restaurant will allow for lending on day of bazaar
        + Update facility/equipment form accordingly
        + Provide Web manager form to post on website
    - Organize meeting with all nations requesting space in the International restaurant
      * Distribute facility/equipment form
        + Set deadline for form returns
        + Follow-up (October) with nations to verify requests
        + Provide facilities and restuarant(October) with requested equipment and outlets, etc...as requested by nations on returned forms
        + Design restaurant equipment lending form
  + Design Bazaar International Restaurant floor plan based on meetings with facilities and nations desiring to participate in the international restaurant
    - Provide Bazaar Coordinator and Web manager floor plan
* **2-1 Week prior to the bazaar** 
  + Verify recycle/garbage procedures with facilities and Bazaar coordinator
  + Create restaurant shifts for restaurant and teen helpers
  + Provide Bazaar coordinator with restaurant shifts
* **Weekend of the bazaar** 
  + Oversee Set-up of international restaurant with facilities, restaurant staff/management and participating nations- as per floor plan and agreements
  + Obtain equipment from restaurant and distribute to nations accordingly
    - Have nations sign form for receiving equipment
    - Require NCB board member signature that equipment returned before nation can ‘check-out’ at end of bazaar
  + Prepare/Organize restaurant area including shelving and cold storage as requested by nations
    - label refrigerators and shelving accordingly
  + Distribute flags (form Bazaar coordinator) to national stands
  + Obtain and set-up recycle and garbage bins/bags
  + Meet with Teen and Bazaar coordinators to verify any shift/workforce issues/changes
    - Reiterate garbage/recycle requirements with all nations and teen helper coordinator
  + Participate in VIP Restaurant area tour
  + Supervise Restaurant area through-out weekend
  + Ensure cleanliness of facility during the bazaar and after the bazaar.
* **Generally**
  + Being available to present at Board meetings and General meetings.
  + Coordination with nations and assistants.
* **Skills/knowledge required**: PowerPoint, Word, Outlook

**Tombola  Coordinator**

* Distribute Tombola tickets to nations and collect the sold/unsold tickets from the nations during the weekend of the Bazaar.
* Collect the descriptions of the Tombola prizes from each nation and develop a prize list. In addition, collect the prizes during the weekend of the Bazaar.
* Coordinate the dates/times that Tombola tickets are sold in NATO headquarters building with the nations, as well as coordinate the board member that will be present during the ticket sales.
* Prepare for and manage the drawing of the Tombola winners during the Bazaar to include identify a master of ceremonies for the drawing, assign roles to volunteers, coordinate the setup of audio/visual equipment, and track the winning ticket number for each prize.
* Distribute Tombola prizes to the winners following the Bazaar.
* Coordinate with the nations and board members regarding all Tombola matters (e.g., brief information during meetings, respond to emails).
* **September – October** 
  + Organize meeting with all nations to review tombola requirements
  + Meet with facilities management to determine space for prize storage
  + Order tickets for national distribution
  + Coordinate collection and distribution of prizes
  + Coordinate ticket sales by nation
* **Day of the bazaar** 
  + Coordinate ticket selection and prize distribution
* **After Bazaar**
  + Send Web and Facebook managers list of winning tickets.
  + Coordination with nations and assistants.
* **Skills/knowledge required**: PowerPoint, Word, Outlook