

Officer Responsibilities

- [General Officer Responsibilities](#)
- [President Responsibilities](#)
- [Vice President Responsibilities](#)
- [Treasurer Responsibilities](#)
- [Secretary Responsibilities](#)

General Officer Responsibilities

Weekly Open Houses

- Attend a majority of weekly open house meetings throughout the year
 - If a longstanding time conflict is present, the officer may instead perform other activities at the Makerspace (extra open house times, tool training, maintenance, etc.)
- Ensure adequate coverage of officers at open house meetings
- Give tours, tool trainings, and sign up new members

Quarterly Meetings

- Be present at the four quarterly meetings held per year

Facility Maintenance

- Ideally, members keep the space clean and free of debris. Unfortunately, this doesn't always happen. Officers are the "last line" for cleaning, and are expected to clean up after others and ensure the space is presentable. Some specific areas of focus are:
 - Extra sweeping
 - Cleaning the bathroom
 - Emptying garbage cans regularly

Other

- Consult with other officers for purchases/replacement parts/tools
- Repair/Replace broken tools or facilities (or delegate!)
- Be responsive on Slack to member inquiries, such as:
 - Lockouts
 - Training requests
 - Other general inquiries
- Register a Bozeman Makerspace email account
- Help with the Makerspace email inbox and other public questions/inquiries

Officers will receive an email address where they will be added to a group email inbox for the makerspace contact email, where anyone can answer an email! ☐☐

President Responsibilities

From the Bylaws

1. The President serves as a representative of the organization to the public and in all functions where a President may be called for by law or any other outside requirements, and is responsible for public-facing communication.
2. The President is responsible for making sure that the organization files its annual report and any other papers required to maintain corporation non-profit status by the laws of Montana or Federal law.
3. The President or his/her duly appointed representative shall organize and preside over all meetings of the membership. The President or his/her duly appointed representative is responsible for enforcing the rules of meeting procedure as detailed in these documents.
4. The president and one other officer must sign any documents legally binding the company.

Additional Responsibilities

- The president typically has signing authority on the BMS Bank account as a backup to the Treasurer

Vice President Responsibilities

From the bylaws

1. The Vice-President serves as an officer in the organization.
2. In the event of the President's resignation or termination, the Vice President assumes the President's responsibilities until a new election can be held.

Additional Responsibilities

- All around helper with makerspace tasks
- Assists with policy/rule enforcement (e.g. improper storage, etc.)

Treasurer Responsibilities

From the bylaws

1. keeping record of the organizations budget
2. the collection of membership dues from members
3. the payment of rent and utilities for any space leased by the organization
4. filing taxes
5. the disbursement and reimbursement of funds authorized to be spent under the procedures detailed in these bylaws
6. and preparing financial reports to the board

Additional Responsibilities

- reconciliation
 - Pay rent on the 1st of the month
 - ACH Autopay as of 2025
 - Financial and membership report at meetings
 - Ensure member payments transfer to bank account from Paypal and Stripe
 - Deposit any checks or cash from the Makerspace at the bank
 - Reconcile the bank account with our Finances spreadsheet.
- Reimbursement
 - Write reimbursement checks for officers who purchase tool or parts replacements
 - ALWAYS write a memo about what it is for. It is easy to forget, and the check image is uploaded to First Security Bank
- Payments
 - Pay rent
 - ACH Autopay as of 2025
 - Pay twice a year insurance installments
 - Send finance information to Tax Prep folks in Spring
- Member management
 - When a paypal subscriber cancels, remove them from Memberful (does not happen automatically)
 - Deactivate fobs for unsubscribed members
- Other Registrations
 - Yearly GiveBig registration
 - Yearly Benetivity self-certification 12/16
 - Yearly State of MT Annual Report (Spring

Secretary Responsibilities

From the bylaws

1. The Secretary shall supervise the giving of such notices as may be proper or necessary.
2. The Secretary shall supervise the keeping of the minute books of this organization.
3. The Secretary or duly appointed representative shall be responsible for recording all minutes of all official meetings of the membership and the officers in the organization's permanent records.

Additional Responsibilities

- Record meeting minutes, and upload them to the Organization Drive
- Manage printing, scanning and archiving of member waivers
 - Printing may be done by treasurer so as to not incur excess reimbursements
- Schedule and provide notice for Quarterly Meetings
- Regularly check the mailbox