



Ohio State Beekeepers Association
www.ohiostatebeekeepers.org

Traveling Speaker Program- 2019

Ohio State Beekeepers Association has developed a Traveling Speaker Program that provides high quality presentations on sustainable beekeeping practices to Ohio beekeeping associations. The Traveling Speaker will be provided with a prepared PowerPoint presentation and presentation guidelines.

Job Description: OSBA Traveling Speakers

Up to six (6) educators will visit a project total of 50 local associations to provide training in OSBA presentations: Monitoring for Sustainability, Sustainable Beekeeping: Nucs, Small Scale Queen Rearing for the Single Apiary. Due to the wide variety of topics, speakers may be selected for only talks they have expertise in.

Instructor Requirements:

1. OSBA Traveling Speaker may NOT be employed by the Ohio Dept. of Agriculture
2. Reliable transportation
3. A current driver's license
4. Ability to drive at night
5. Current car insurance
6. A laptop computer with accessible ports to connect a PowerPoint projector
7. A laptop computer with a current version of PowerPoint software program.
8. Experience talking to beekeeping groups
9. Five years of teaching or public speaking experience
10. Available for, and attendance at a training session of all OSBA Traveling Speakers
11. Ability to personally transport presentation materials, lift up to 50 pounds, stand for at least one hour.
12. Must be eligible to work in the US.
13. Willingness to complete a W-9 as an independent contractor

OSBA Traveling Speaker Administrator:

OSBA Traveling Speakers will work with the Project Administrator who will coordinate the Beekeeping Club presentations.

Scheduling of Traveling Speaker Presentations:

The Project Administrator will schedule all beekeeping club presentations for all of the Traveling Speaker Program. **Only those presentations scheduled through the**

Project Administrator are eligible for payment. *Individual Traveling Speakers or OSBA Board members may NOT schedule Traveling Speaker presentations, as this would be a violation of the project.*

*Traveling Speakers may refer any beekeeper to the Project Administrator so a presentation can be scheduled, but **ONLY** the Project Administrator can schedule a Traveling Speaker to provide a Traveling Speaker Presentation.*

Traveling Speaker duties:

Traveling Speakers will be responsible for presenting general information about the current presentation topic. Instructors will utilize the Power Point presentation created by OSBA. Instructors must adhere to the OSBA Power Point presentation without editorializing. *Consistency of instruction is required.*

Traveling Speakers will be assigned an area/region within Ohio close to their residence. If schedule conflicts arise, an Traveling Speaker may be requested to provide a presentation in an adjoining area/region *in order for OSBA to meet the project's educational goals*, and educate beekeepers about the current topic as early in the beekeeping season as possible.

Traveling Speakers will arrive a minimum of fifteen (15) minutes prior to their presentation at a beekeeping club. Traveling Speakers must set-up their equipment. Traveling Speakers will present the information as prescribed by the prepared PowerPoint presentation.

Traveling Speakers, as a representative of OSBA, will wear OSBA Logo clothing.

Traveling Speakers will provide a report upon conclusion of each Traveling Speaker Presentation to the Project Administrator within 24 hours of the presentation. (see attached Report Form). Feedback forms must be mailed to and received by the Project Administrator before payment will be approved.

Traveling Speakers must attend one training session with the Project Administrator. Inability to attend the training session will be immediate resignation from the position, and another candidate will be secured.

Traveling Speakers are responsible for the safety, well-being, and continued operating function of the OSBA equipment provided to them as part of the Traveling Speaker Program. Damaged equipment must be reported immediately to the Project Administrator.

OSBA does not guarantee any amount of income to the Independent Contractor. There may be more active beekeeping clubs in some areas of the state than in others. OSBA will attempt to provide an equal number of presentations to all Traveling Speakers,

however individual Traveling Speakers availability, and their service area/region may limit opportunities.

OSBA products are protected by copyright

All products of the presentations are the property of OSBA, and protected by copyright, and the agreement and can not be videotaped or recorded in any format.

Traveling Speakers are Independent Contractors:

Traveling Speakers will be Independent Contractors to OSBA for this grant project.

Taxes and Liability

All withholding, taxes, workers' compensation, disability, unemployment compensation, specialized insurance, and any other coverage for liability arising from work as a Traveling Speaker are the full responsibility of the Traveling Speaker. Per the contract, independent contractors assume all risk and liability for any injury to persons or property resulting in any manner from conduct of their own. Any claims under Ohio Workers' Compensation Act on behalf of an Traveling Speaker, and any claims made by any third party as a consequence of any direct act or omissions on the part of a Traveling Speaker are in no way the obligation or responsibility of Ohio State Beekeepers Association.

Drug Use

Per the contract, the Traveling Speaker may not use or possess illegal drugs or alcohol or abuse prescription drugs in any way. A violation will cause immediate dismissal as a Traveling Speaker.

Non-discrimination

Ohio State Beekeepers Association shall not discriminate against any Traveling Speaker / applicant because of race, religion, color, sex, sexual orientation, national origin, handicap, disability, age, military status or Vietnam-era veteran status in application or performance of the presentation. Nor will Traveling Speakers discriminate against any beneficiary of the instruction.

Termination/Resignation

Traveling Speakers will be terminated from this Agreement if:

- they use or possess illegal drugs or alcohol or abuse prescription drugs in any way.
- they discriminate against any beneficiary of the instruction.
- they intentionally break/damage OSBA equipment.
- they schedule their own Traveling Speaker Presentations and collect a fee *or not* for said unofficial Traveling Speaker Presentation.
- they alter the Traveling Speaker Presentation power point; disparage the presentation or OSBA; give advice or guidance outside of the Traveling Speaker Presentation or Manual.

- they misrepresent OSBA through their behavior or actions while representing OSBA as a Traveling Speaker.
- they make copies of any of the Traveling Speaker materials,
- Traveling Speakers may resign if their life situation changes after they have signed this agreement.

Remuneration

Traveling Speakers will receive \$100 per presentation, plus mileage reimbursement of 52 cents per mile. Monthly payment will be remitted to Traveling Speakers upon receipt of completed Traveling Speakers Reports. **Only those Traveling Speaker Presentations scheduled through the Project Administrator are eligible for payment.** *Individual Traveling Speakers or OSBA Board members may **NOT** schedule Traveling Speaker presentations.*

Final contractual remuneration: Final payment for Traveling Speaker Presentations provided will be withheld until all OSBA equipment has been returned, and final report(s) submitted. If the OSBA equipment is not returned, no final payment will be issued. An invoice for the replacement cost of the OSBA equipment will be forwarded to the Traveling Speaker.