

THREE CITIES ART CLUB

As of April 2023

*Note: Club reimburses for all expenses incurred by Board members
with submittal of paid receipts to Treasurer*

EXECUTIVE BOARD POSITION DESCRIPTIONS (Elected)

President

- Prepare meeting agendas and conduct meetings;
- See that all laws and resolutions are enforced;
- Transact all necessary business with Executive Board;
- Keep club advised as to the financial condition and needs of the club;
- Report for the Treasurer in their absence;
- Ensure plans are made and fulfilled for at least two (2) exhibitions per season;
- Recommend to the club for adoption such measures as she/he may deem necessary;
- Represent the club at all public and professional activities; and
- Preside over Executive Board and/or Board meetings, when necessary.

Vice President

- Fill in for President when needed to conduct meetings and exercise the powers associated with that office; and
- Perform other such duties and have other such responsibilities as the President deems necessary.

Secretary

- Take minutes during business portion of meetings noting decisions made regarding functioning of club and plans for upcoming events, provide electronic/hard copy for President's review prior to the next meeting then, at that meeting, read these minutes; and
- Keep records and send correspondence such as thank you notes, prized to winners of contests, etc., as required.

Treasurer

- Collect monies, make deposits, maintain checkbook, write checks as needed;
- Maintain evidence of value of club belongings;
- Pay all bills and reimburse expenses, as needed; and
- Be the general accountant of the club and shall keep the books of assets, receipts, and expenditures of the club.

COMMITTEE (BOARD) POSITION DESCRIPTIONS (Volunteer)

Exhibitions

- Help determine venues of shows, gathering details regarding requirements; available dates of exhibitions, present options to club including whether juried and/or judged, suggested cost of entries, number of pieces required, awards, commissions, reception, other special notes, and obtain agreement on which exhibitions the club wants to pursue that season;
- Book venues, provide details regarding exhibition open dates/times, hire juror/judge, if any, book reception date and provide details of exhibit requirements (cost of entry, type of art, restrictions, etc.), awards (ribbons/prizes), popular vote (or not), delivery/pick-up dates/times, entry deadline, handling sales, ribbons, prizes, etc.
- Coordinate helpers for transport of screens & set-up, if required, intake & hanging of art and takedown of art; breakdown of screens & return, if required; reception donations, reception setup and cleanup, etc.

Historical Chair

- Keep any general records of meetings and exhibitions (copies of newsletters, programs, membership directories, exhibition promotions, etc.); and
- Keep and maintain the Club's scrapbooks by adding pictures and news clippings supplied by members.

Hospitality Chair

- Bring supplies such as plates, napkins, plastic ware, cups, coffee carafe, etc. for snacks brought by others to meetings;
- Help set-up and clean-up snack table; and
- Coordinate Goodie lists and Work Schedules for art shows.

Membership Chair

- Have application forms available at meetings and events, arrange to place at libraries and other locations around town; replenishing supplies as needed;
- Receive checks & application forms from new members, give checks to Treasurer and contact information to Newsletter, Website and Hospitality Chairs;
- Create and distribute a Member Directory by December's meeting to includes all paid members (mail to those who are not at the meeting); and
- Ensure new members receive a membership card, id badge and copy of Club By-Laws.

Newsletter Chair

- Gather material about upcoming events, assemble, publish and distribute a monthly (September-June) club newsletter;
- Maintain databases of members and for hard copies of the newsletter and email for anyone who requests to receive information regularly;
- Print copies for paid members who request a hard copy, fold, stuff, label, stamp envelopes (club reimburses for supplies and postage) and mail hard copies plus send email to email lists at least one week prior to each meeting;
- Coordinate with Program Chair to obtain the information for the upcoming meeting and include member information germane to the club (upcoming exhibits, awards, etc.);
- Coordinate with the President any particular items from the next agenda which should be included in newsletter before sending it out;

- Take pictures of the Popular Vote art at each meeting and use pictures of winning art in next newsletter – provide pictures to Web Chair.

On-line Presence

- Facebook – General club site (Peggy Kerwan)
- Facebook – Club members only (Gwen Roth)
- Other social media – Looking for someone who can coordinate these!

Program Chair

- Book programs and/or workshops for the year (September-June) based on member recommendations/suggestions or as you learn about new opportunities, at the lowest fee (or free) and notify President, Treasurer and Newsletter Chair to provide amount of fee so to Treasurer can have a check prepared, if required;
- Coordinate with Technical Chair so equipment and/or materials presenter may need will be available or to change of venue, if required and approved by Board;
- Confirm date with presenter prior to event and provide directions to the location; and
- Coordinate with Publicity, Newsletter and Website Chairs and President, providing program subject matter, speaker info, date, time, place, fee, etc. within 2 weeks of meeting date (email is acceptable, if possible).

Publicity Chair

- Establish a database of publications to email press releases to;
- Coordinate with Program Chair or special Chairs such as Exhibition Chair to obtain information prior to events;
- Publicize meetings, workshops, exhibitions and other special events in newspapers and general local areas of interest; and
- Coordinate with President for pre-approval of material.

Sunshine Chair

- Send cards of congratulations, sympathy, etc., to members when requested; and
- Send flowers to any member hospitalized/passed away, notifying the Treasurer to send check for flowers or for reimbursement if prepaid.

Technical Assistant Chair

- Work with Program Chair to coordinate between presenters and library to insure electronics will work properly and any other supplies such as easels are brought to meeting.

Website Chair (\$100 annual stipend)

- Maintain club website by posting upcoming events (update & post calendar), report on events after they happen with pictures, update Member Art Gallery, add newsletters each month, update the Popular Vote page with new winners; add resources as they become available; update Member Corner with news of upcoming events, entry forms, etc.