



## **PENINSULA ART LEAGUE DESCRIPTION OF DUTIES OF OFFICERS, BOARD MEMBERS AND STANDING COMMITTEES**

### **PRESIDENT**

Prepares agenda for the Board Meetings and presides at the Board and General Membership meetings.

Oversees efforts of all PAL committees and serves as ex-officio member on all PAL committees with voting rights.

Recruits members to serve as officers, committee chairpersons, and committee members or appoints a nominating committee to do so.

Assists the Treasurer in preparing the annual budget, arranges for audits, and is a co-signer on all PAL bank accounts (along with the Treasurer and Assistant Treasurer).

Writes monthly President's Message for *The Palette*; Is primarily responsible for website content and oversees website maintenance.

Represents PAL in the community.

### **FIRST VICE PRESIDENT**

Leads Board and General Membership meetings in the absence of the President.

Assumes duties of the President temporarily if the President is unable to perform them.

Sets meeting dates and arranges sites for Board and General Membership meetings.

Assists President in coordinating efforts of committee chairpersons.

Serves on a committee.

## **SECOND VICE PRESIDENT(S)**

Chairs the Member Show Committee.

Plans and organizes the Member Shows, including dates and location, hiring a juror, and acquiring awards. Plans and organizes the Artist Reception and oversees the show during its run.

Coordinates screening dates with the Screening Committee.

Provides information about the show to *The Palette* Editor, the Communications/Marketing Committee, and the President or Treasurer for the website.

## **SECRETARY**

Takes minutes during PAL Board Meetings and General Meetings (when appropriate). Transcribes the minutes and provides them to the Editor of *The Palette* and President monthly.

Serves on a committee.

## **TREASURER**

Prepares the Annual Budget and provides monthly transaction reports to the Board.

Is responsible for all banking needs of PAL and is a co-signer (along with the President and Assistant Treasurer) on all PAL accounts.

Maintains the books and ensures all taxes and fees of the organization are timely paid.

Receives monies from dues, fees, donations, and grants. Disperses funds as needed to pay fees, costs, and reimbursements to members for approved expenditures.

Maintains PAL's post office box; reviews and distributes mail.

Is responsible, along with the President, for website content and in particular, for maintaining the Members Only portal and website payment options.

## **MEMBERS AT LARGE**

Represent the General Membership at Board Meetings. Serve on a committee.

## **PALETTE NEWSLETTER EDITOR**

Assembles information from members, officers, board members, and committee chairs and creates a newsletter for electronic distribution.

Coordinates monthly with the President for inclusion of the President's Message.

Coordinates monthly with the Communications/Marketing Committee for publicity and marketing items to include in the newsletter.

## **FESTIVAL CHAIR AND COMMITTEE**

The Festival Chair is responsible for establishing and publicizing the festival screening date and communications with festival artists.

The Committee screens potential vendors, creates a list of parties selected (and those wait listed) to participate in the festival.

Obtains permits, banners, street closures, police, shuttles, toilet facilities, garbage, and food vendors.

Coordinates with local businesses for sponsorships and good will during the festival.

Coordinates publicity and marketing needs with the Communication/Marketing Committee, and the President or Treasurer for posting on the website.

Prepares an event Map with street layout of artists and food vendor booths and marks street with spaces and booth numbers.

Is available during Festival set-up, during the Festival, and during take-down for questions and decisions as they arise.

Works with PAL Committees to coordinate painting demonstrations, children's activities, musical entertainment, and the Summer Member's Show at Timberland Bank.

## **MEMBERSHIP CHAIR**

Enrolls new members in PAL and ensures that all member information is provided to the President or Treasurer to include in the website.

Keeps a record of current paid members and provides an updated electronic file of member names and email addresses to the President and Treasurer regularly.

Maintains a record of member screenings.

Ensures the Members Roster on the website is accurate and up-to-date.

Attends General Member meetings, welcomes new members, records attendance, and distributes name tags.

## **PROGRAM CHAIR**

Arranges for guest speakers and art demonstrations at the General Meetings.

Publicizes programs by providing information each month to the Newsletter Editor and the Communications/Marketing Committee.

Assists the guest/art demonstrator at the General Meeting with setup and takedown of equipment.

Introduces speaker/art demonstrator at the General Meeting.

Coordinates payment to the speaker/art demonstrator through the Treasurer.

## **OPEN JURIED SHOW (“OJS”) CHAIR/COMMITTEE**

Sets date and location of the OJS; hires a juror to judge the OJS and present a three-day workshop; and coordinates the set-up and take-down of the OJS. Provides all show information to *The Palette* Editor, President, Treasurer, Communications/Marketing Committee and Social Media Committee.

Acquires sponsorships for the OJS and awards for the artists. Coordinates with the Treasurer for payment of the awards at the OJS Reception.

Updates OJS Prospective and makes it available for distribution in *The Palette*, on PAL’s website, and in galleries and press releases. Coordinates with an on-line juried company for screening and selection of artists to participate in the OJS.

## **HOSPITALITY**

Provides refreshments at General Membership Meetings, art show receptions, other and member events. Plans and coordinates member social and volunteer appreciation events. Contacts members and provides a sign-up sheet for volunteers to assist in these duties, as needed. Expenses for refreshments are reimbursable.

## **WORKSHOP CHAIR (Other than OJS Workshop)**

Selects and hires instructors and venues. Provides information about the workshop to the Editor of *The Palette*, the Communications/Marketing Committee, and to the President or Treasurer for publication in the newsletter and website.

Collects fees from participants and prepares and distributes workshop information to all participants.

Serves as host to visiting workshop artists and provides information regarding overnight accommodations. Sets up workshop site, oversees workshop, and assists as needed.

Coordinates payment to the workshop instructor with the Treasurer.

## **VIDEO LIBRARY**

Maintains the PAL video library and check-out system; maintains a record of items checked out and orders new items as needed and within the Annual Budget; provides an updated list of available videos to the President or Treasurer for posting to the website.

## **SCHOLARSHIP CHAIR**

Coordinates PAL Member and High School Student Scholarship programs.

Processes applications from PAL members and distributes them to the Scholarship Committee members for discussion and vote.

Distributes PAL High School Student Scholarship criteria to local high schools; coordinates scholarship reviews of applicants with other committee members; announces winners to school officials; and coordinates distribution of the awards at school awards ceremonies. Coordinates payment of scholarships with the Treasurer.

Provides information on scholarship recipients to *The Palette* Editor, the Communications/Marketing Committee, and to the President and Treasurer for posting on the website.

## **ART FESTIVAL POSTER DESIGN CONTEST**

Coordinates "Call for Entries" with local high schools for a poster design for the Summer Art Festival. Contacts the local high school with entry information and deadlines in December and sends reminder to all schools in January.

Picks up poster designs and presents them to the General Members for voting at the March Member Meeting. The PAL Board may choose to vote to narrow the entries down to a maximum of ten (10) prior to the General Meeting.

Coordinates payment of awards with the Treasurer and arranges for students to attend a General Meeting for award presentations and photos. Has the winning student sign his/her poster design. Keeps track of contact information for the winning student.

Provides the signed, winning poster design to the Communication/Marketing Chair for production of all festival publicity materials. The illustration selected may be used on posters, rack cards, t-shirts or other publicity materials for the Summer Art Festival.

Provides the names of winners and their art teachers to the Communication/Marketing Chair for publicity purposes.

## **EQUIPMENT STORAGE**

Maintains the PAL storage unit and sorts and cleans out the unit as needed. Makes equipment available as needed for PAL events and for PAL members' use.

## **COMMUNICATIONS AND MARKETING**

Provides marketing materials and publicity for the Summer Art Festival, Open Juried Show, and Member Shows.

Maintains a list of all media contacts and type and cost of media deployed for each show; creates and maintains templates for posters, rack cards, show catalogs and all other marketing materials.

Provides marketing materials to the public, PAL members, and show participants for use on websites and social media.

Creates a PAL Welcome booklet for all artists and vendors.

Creates follow-up surveys for events.

Promotes PAL in the greater community by nurturing and expanding sponsorships and partnering with local business for discounts and coupons for visiting artists and vendors.

Creates and maintains a "VIP" Invitation list of all members of the Gig Harbor City Council, Art Commission, Chamber, and other sponsors, and creates and maintains invitation templates for all PAL events

Research organizations and forums to further promote PAL.

## **MEMBER SCREENING**

Screens artists seeking to qualify for participation in Member Shows based on Screening Criteria approved by the Board; provides screening results to artists within two to three weeks of posted screening dates established by the Board; provides screening results to the Editor of *The Palette*, President, Treasurer, and Membership Chair, for inclusion in the Membership Roster and website.

## **SOCIAL MEDIA**

The Social Media Committee shall obtain photographs and information regarding all PAL events, artists, and happenings for posting on PAL Facebook, Instagram, and other social media.

The Social Media Chair shall coordinate with the Communications/Marketing Committee prior to including information on social media.