

Peninsula Art League

Description of Duties of Officers and Committee Chairs

President ~

Prepares agendas for the Board and General Membership meetings
Presides at the Board and General Membership meetings.

Oversees efforts of the various PAL committee chairpersons and serves as ex-officio of all PAL committees.

Finds members to serve as officers and committee chairpersons or appoints a Nominating Committee to do the same.

Prepares annual PAL Budget and arranges for yearly audit, co-signs checks as financial check-and-balance.

Writes monthly President's Message for the *Palette* newsletter.

Represents PAL in the community.

First Vice President ~

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

Reconciles monthly PAL bank statements as check-and-balance for finances.

Takes over the 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.

Reviews mail and distributes it to appropriate officers or chairpersons for action.

Assists President in coordinating efforts of the PAL committee chairpersons.

Acts as liaison to the Board of Directors with the PAL website manager, if webmistress is unavailable.

Second Vice President(s) ~

Coordinates the planning, organization, set-up and take-down of PAL Members' Shows:

Sets date and location of Members Shows;

Hires a juror/judge and acquires awards;

Plans and organizes Artists' Reception and oversees the show during its run;

Coordinates screening dates with the Screening Committee Chair(s);

Provides information to *Palette* newsletter.

Secretary ~

Takes notes during PAL Board meetings. Transcribes those notes and emails them to the *Palette* Editor and the President monthly.

Treasurer ~

Is responsible all banking needs of the organization; co-signs checks with President for check-and-balance.

Keeps the books and works with a bookkeeper to insure all taxes and fees are paid yearly.

Takes-in money earned by PAL through donations, grants, dues & fees or any other monies.

Disperses funds as needed to pay fees, costs of functions or to reimburse members for expenditures.

Members at Large (3) ~

Represents the General Membership at PAL Board meetings; these are voting positions for making decisions to support the goals and future plans of the membership.

***Palette* Newsletter Editor ~**

Assembles information monthly from the membership, officers and committee chairs and the community to create a newsletter for publication.

Communicates this information via email to the Webmistress and takes the newsletter in hard copy and/or electronic format to the printers.

Alerts the Newsletter Distribution person when the printed copy is ready for pick-up and coordinates with the Membership Chair to provide a current list of mailing labels for members who want to receive a printed copy of the newsletter.

Festival Chair and Committee ~

Responsible for establishing and publicizing the festival screening date and alerting the most recent list of festival artists of screening dates, requirements and costs.

From the information gathered at the screening, creates a list of artists selected to participate in the festival, and artists for the "Waiting List" as needed.

Performs all work dealing with the City of Gig Harbor for permits, banners, street closures, police, etc; coordinates with Pierce Transit if needed; coordinates with other local organizations for 'cross pollination' opportunities; hire shuttles, porta-potties & garbage service; selects food vendors.

Coordinate with KeyBank for use of their building and parking areas during festival weekend.

Secures KeyBank approval of poster (for use of their logo).

Secures annual donation from KeyBank to support the festival and Members' Show.

Coordinates publicity for the festival with the assistance of the Web Mistress.

Collects booth fees from artists and food vendors and coordinates expenses and income with the PAL Treasurer for deposit and payment as needed.

Make up event "Map" for street layout of artists' and food vendors' booths. Mark street with booth spaces and booth numbers.

Be available during event set-up to supervise and make any changes/ decisions as needed. To attend to all details of festival as they arise.

Work with other PAL Committees to insure success of events such as plein aire painting at festival, children's activities, musical entertainment, street marking and clean-up, PAL Members' Show and reception in Key Bank.

Membership Chair ~

Enrolls new members in PAL.

Handles paperwork and membership-related mailing and collects dues for the annual membership renewal.

Keeps a record of current paid members.

Provides an up-to-date electronic file of members' names and email addresses to the Web Mistress.

Maintains a record of members' successful screenings.

Prepares the printed Members Roster and distributes it to all paid members.

Attends PAL General Membership meetings, welcomes new members, keeps a record of attendance and distributes nametags.

(It is suggested that there be three committee members to serve as greeters at all meetings and assist with roster).

Newsletter Distribution ~

Collects the printed newsletter and mails it to members who request a hard-copy.

Communicates with Newsletter Editor and Membership Chair as needed and with Treasurer for reimbursement of costs

Program Chair ~

Arranges for guest speakers or demonstrators for all general meetings.

Publicizes programs by sending information to the Newsletter Editor, Web Mistress and to the Publicity Chair.

Assists the speaker on arrival at the meeting with any needs, assistance with carrying items, set-up of overhead mirror or use of the projector and sound equipment.

Introduces speaker or demonstrator to group.

Arranges for payment of speaker as needed. In lieu of guest presenter, coordinates alternative programs such as presentations by adult scholarship recipients.

Open Juried Show Chair/Committee ~

Coordinates the planning, organization, set-up and take-down of the Open Juried Art Exhibition

Sets date, location of show.

Hires juror (who will also present a workshop) and arranges for lodging / accommodations as needed.

Acquires awards other than monetary; coordinates monetary awards w/treasurer for payment.

Updates Prospectus (Webmistress is helpful with prospectus updates) and makes it available for distribution via website, newsletter, publicity, hard copies to galleries, etc. A committee member may be designated reporter for these tasks.

Provides show information to *Palette* Editor and Webmistress.

Plans and organizes Artists Reception and Awards Ceremony: set-up, clean-up; refreshments; awards presentation, etc.

Oversee the show during its run.

Sets up the Workshop presented by the Juror in conjunction with the show. (see "Workshop" for the list of tasks)

Hospitality ~

Coordinates refreshments at General Membership meetings, and, occasionally, at art show receptions and parties.

Contacts members or provides a sign-up sheet at meetings for people to donate treats (home-made or bought).

Bring purchased brewed coffee containers, cups, cream & sugar for use at meetings from coffee shop. Treasurer reimburses this expense.

Workshop Chair (for general workshops): (usually separate duties from Regional Show Workshop)

Selects and hires instructors and coordinates all arrangements for PAL Workshops (including venues).

Publicizes workshops in newsletter and PAL website.

Signs up participants and collects fees.

Prepares and distributes appropriate workshop information to participants.

Serves as host to visiting workshop artists, assists them with overnight accommodations, etc. if needed.

Sets up workshop site, oversees workshop and assists as needed. Arranges for payment to artist.

Video Library ~ (located at Kimball Coffee Shop in back room area)

Maintains the PAL Video Library and check-out system.

Keep a record of videos and cds checked out and orders new items as needed.

Provides an updated list of available videos to Web Mistress for posting to website.

Scholarship Chair ~

Coordinates all aspects of Adult (PAL members) and Student Scholarship Programs.

Processes applications from PAL members and distributes (by email) to Scholarship Committee members, asking for vote or discussion as needed.

Keeps accurate record of scholarships awarded and communicates that information to the Program Chair for scheduling the required short demonstration to be given by each participant.

Coordinates with counselors and teachers at local high schools to set up scholarship review sessions at each school.

Handles all preparations for review sessions and informs committee members of review session dates.

Leads scholarship review process and guides candidate selection process. Informs appropriate personnel of successful candidates. Coordinates distribution of awards at school assemblies and arranges for payment of funds. Provides names of scholarship recipients to *Palette* newsletter editor and to Webmistress.

Art Festival Poster Design Contest Coordinator ~

Coordinates "Call for Entries" with the local high schools to involve students in poster design (illustration) for the Summer Art Festival. (*Contact the schools in December with entry information and deadlines.*)

Remind art teachers again in January of deadlines and procedures.

Pick up posters (illustrations) before the March membership meeting and present them to the membership for voting. If there are a great number, the PAL Board may vote first to narrow the entries down to 10 (maximum) for a membership vote.

Coordinates award payments with the treasurer and arranges for students to attend a general meeting for award presentations and photos. Makes sure winning student signs their illustration.

Provides the (signed) winning illustration to the Web Mistress for production of all festival publicity materials. The illustration selected will be used on the poster, rack card, T-shirt and other publicity materials for the Summer Art Festival.

Provides winners' names (and names of their art teachers) to Publicity chair and Web Mistress for publicity purposes. All posters (illustrations) are returned to students.

Keeps track of contact information of winning student (phone number; street address; email, etc.)

Equipment/Storage ~

Maintains the PAL Storage Unit – sorts out and cleans as needed.

Makes equipment available as needed for events.

Webmistress: ~ This is a paid position due the complexity and need for structured continuity.

The Webmistress maintains the PAL Website, updating regularly to post forms, program descriptions, meeting and other activities information, calendar, monthly newsletters, member news and the latest prospectus for shows, Art Festival and other juried events – among other items.

Posts the monthly newsletter and meets the needs of various PAL Chairpersons for communications with the membership and the public.

The Webmistress also alerts the membership via email when the newsletter is posted and passes along messages to the membership as needed.

The Webmistress should plan to attend Board meetings and to be part of the Art Festival committee.

Publicity ~

Assists committee chairpersons with the publicity for shows and events. Maintains current mailing list for all appropriate media (local newspapers, radio & TV stations, other art leagues, listserves, City Marketing Director, etc.) Coordinates publicity needs with newsletter editor and webmistress.

PAL General Meeting dates, locations and time and program presenters should be posted in the local papers in the “free” publicity section.

PAL Members’ Screening ~

Three times each year a screening will be held to qualify art for inclusion in members’ shows. Screenings occur immediately prior to monthly meetings in February, May and September.

Three pieces of “show ready” art in one medium will be presented to the committee for jurying for quality of work and framing.

Art will be dropped off at the screening locale, left for one hour and picked up before the meeting begins. Screening guidelines and forms are available on the website in downloadable format.

The Screening Chair will keep accurate records of all artists and screening information and will notify artists (by email if possible) of screening results.

The Screening Chair will send information regarding the screening dates to the newsletter editor and the Webmistress prior to each screening. Also provide the screening results (i.e. ‘accepted’ artists names and mediums) to the Membership Chair for inclusion in the Membership Roster.

PAL Blog ~

Photos and information regarding PAL Artists may be sent for inclusion in the PAL Blog – this is useful publicity for artists and is an additional resource to show art and tell the public of events.