

Monthly meetings:

(*) Indicates this is a Board Position and must attend all monthly board meetings (no meetings in July/Aug.)

- **President ***- Presides over the board meetings, monthly membership meetings and oversees the operation of the club with the assistance of members.
- **Vice – President*** – In the absence of the president, this position conducts business the president would.
- **Secretary*** – Takes minutes at the monthly board meetings and transcribes them for the records.
- **Treasurer*** – Handles the financials of the club (receipts, payments, keeping records and submits a monthly report of transactions.
- **Past President*** – Becomes a Board Member
- **Advisory Board Members*** – Additional Board Members are appointed by the Executive Board. (Executive Board: Pres., VP, Secretary, Treasurer are elected)
- **Hospitality Chair (Refreshments)** (Co-ordinates the volunteers to buy food and set up/take down for meeting.)
- **Hospitality Assistant** (Assists the Co-chair in setting up/making coffee/setup/take down after meeting.)
- **Hospitality Volunteer(s)** for one month a year to shop for the food and bring it to the meeting and help set up the food on the table. Clean up after meeting. (Usually 2 or 3 people work together on this.)
- **50/50 Raffle** – sell 50/50 tickets at the beginning of the meeting.
- **Membership Chair ***– receives new members, renewals, updates, answers questions about membership. Publishes Membership Book and send updates to the Club Newsletter Person to be published in the next newsletter.
- **Membership Chair Assistant** – Assists the membership Chair.
- **Library Chair** – Maintains the books and videos and helps members check them out. Orders new videos and books if there is one that would be beneficial to the members. (2 people could work together-a friend?)
- **Program Chair*** - Arranges for guest demonstrations/speakers for meeting, determines needs of the presenter and helps set up what is needed for the demo. Co-ordinates with the rec center for anything needed for this presentation. This person will do this well in advance of the meeting.
- **Program Chair Assistant** – Helps the program chair in setting up etc.
- **Program – Demonstrator** – Would you like to demonstrate your techniques or special skills or ideas?
- **Club Publicity** – Communicates with the Newsletter Publisher, Local News Papers, Radio and TV for all Club events and upcoming meetings. Works closely with all Chair Persons.
- **Club Historian** – collects pictures and articles about the club and keep in club albums.
- **Sunshine Chair** – sends cards to members who may need some cheering up or cards for special recognition. Members need to let the sunshine person know of people that need this.
- **Web-Master Assistant** - should the webmaster need help with publications, this would be a great place for your computer skills.
- **Scholarship Program** – Does Fund Raising and Selection for Scholarships to Students in the 3 county area High Schools.

Art Shows

There are two types of shows, one type is the judged shows which are The Annex Show and The La Hacienda; the other type are the Shows that are for the Artists to Display and Sell their Paintings, they are the Fall Fine Arts Show (Laurel Manor) in February and the Winter Fine Arts Show (Rohan) in September, Artists Around the Square -3 times a year.

- **Show Chair:** Seeks out, meets and oversees volunteers to assist in making the art show a success. Co-ordinates all facets of the show, with the help of an assistant, such as registrations, budget, publicity, works with the rec center, judging if judging is done, refreshments for volunteers & Artists.
- **Show Chair Assistant:** Works closely with the Show Chair to lighten the job for the Show Chair. For the Annex Show and the La Galleria show several people need to assist to help register and hang pictures.
- **Show Picture Hangers:** Helps hang pictures in the Annex and La Galleria Show. Height is a good thing.
- **Registration Chair:** This may be done by the Show Chair, but could be a separate opportunity for a volunteer. This person will be responsible for registrations for the shows and follow proper procedure for that particular show. Such as receiving money with registration and giving to treasurer with a list of all registrants, assigning space, etc.
- **Publicity:** Writes up the articles and contacts the appropriate people for the SUN News Paper and the Villages Online News, Radio Station, etc. Works with the SUN paper to put an ad in the paper. NOTE: THE RECREATION CENTER HEADS WILL HELP IN THIS AREA AND GIVE GUIDANCES AS TO HOW TO DO THIS – OR TALK WITH SOMEONE WHO HAS DONE THIS BEFORE. The Show Chair will assist you with this where necessary. Writes an article for the VAA Newsletter.
- **Show Programs –** Create the show program and the Recreation Department will print up flyers to be posted and handed out.
- **Judging –** Works with the Judge Coordinating Chair who will give you the name of 3 possible people to contact and hire to a judge if the show is a judged show. Works with the judge to see what they need for their judging. This is usually the Annex Show and La Hacienda Show. The ARTS show is People’s Choice, Volunteers hand out ballots to visitors at the square.
- **Lunch Coordinator:** If it is determined that a lunch will be provided for the show, the Registration Chair will give you the number of lunches that need to be ordered and you will plan the lunches and where they will come from. Get a check from the Treasurer for the lunch based the quote from the food vendor. Pick up the food and bring it to the venue lunch room.
- **Hospitality Chair:** oversees volunteers to greet at the doors, hand out programs and oversee the “Room Hostesses” volunteers that will relieve artists for short breaks.
- **Room Hostesses** for Feb and Oct. shows: Assist artists that need breaks during the show.
- **Greeters:** Will be at the entrance door(s) to welcome guests and hand out show programs.
- **Entertainment:** If it is determined there will be entertainment at the art show, this person would seek out the entertainment that is determined and coordinate times and needs for the entertainment. Advise Publicity of who and when the entertainment will occur. An assistant will be needed to help oversee the entertainment.