

## VAA VOLUNTEER OPPORTUNITIES

These opportunities help qualify a volunteer for priority registration in the larger art shows.

(\* ) 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 assistant 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 – Volunteer Board positions to provide perspective and advice.
- Appointed Board Members\* – Limited to six Board positions appointed by the organization's president.

### Monthly Meetings

General Membership Meetings are held on the first Friday of each month except July and August (summer break).

### Committee Opportunities

The Committee Leaders (chair) of each committee will benefit by having a second (co-chair) and committee members to assist in the various talks of the committee. These committee volunteers are rewarded with priority registration when entering the larger art shows.

- Scholarship Committee - Research, selection and invitation of potential scholarship students in the 3-county area high schools. Follows up on the progress of the students and reports back to the membership.
- Scholarship Fundraising - Fund raising for the yearly scholarship monies to be awarded to selected students.
- Membership Committee - Receives information from new members, renewals, updates changes and answers questions about membership. Publishes the Membership Directory and forwards updates periodically to the membership. Co-Chair to assist in the collection of dues and maintaining records.
- New Member Liaison - Welcomes new members and provides information for orientation into the organization.
- Newsletter Editor & Assistant - Gathers information about the activities of the VAA organization then edits the articles for the monthly newsletter (except during the summer break of July and August). Communicates this information with the Webmaster for publishing online to the members. An Assistant position to the editor is a valuable opportunity.
- Towne Cryer - Receives important information from the committees/Board that needs to be communicated to the members. Arranges the layout of the information and emails notices out to the members. Coordinates information with the Newsletter Editor and Webmaster.
- Program Director - Contacts and arranges for guest speakers or artists for the General Membership Meetings. Meets the guest then assists with equipment that is needed for their presentation.
- Hospitality (Refreshments) - Coordinates the volunteers in purchasing and arrangement of refreshments for the General Membership Meetings (expenditures to be reimbursed). Oversees the setup and cleanup of refreshments the day of the meeting. Maintains a supply of coffee/paper goods.
- Webmaster & Assistant - Maintains the VAA website. Posts the monthly newsletter and announcements online. The Webmaster's duties require computer skills and website maintenance experience is useful.
- Library - 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.)
- Sunshine - 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.

- 50/50 Raffle - Sells 50/50 tickets at the beginning of the meeting and disperses money for the winning tickets. A portion of the money goes to the club's treasury.
- Installation Committee - A group of volunteers dismantle/install artwork entered into the exhibits at The Annex and La Galleria on the day of changing out.

### **Art Shows**

There are two types of VAA art shows. Exhibits are judged shows which are referred to as The Annex Exhibit and The La Galleria Exhibit which occur three/four times a year. The other shows are for the artists to display and sell their artwork. They are the "Winter Fine Art Show", the "Fall Festival of Art" and the "Artists 'Round the Square" shows (alternates between the three town squares three times a year).

- Exhibit Chair (The Annex & La Galleria Exhibits) - Assures that permits required by the Recreation Department are current and that announcements of the date/time of exhibits are provided to members. Processes registration forms and fees. On the day of the exhibit the chair and committee inspect the artwork making sure it conforms to the show guidelines and hanging requirements. The artwork is given to the hanging committee.
- Installation Committee - A group of volunteers remove and install artwork entered into the exhibits on the day of changing out art from one show to the next.
- (Winter & Fall) Show Chair - coordinates all facets of the show and works with the recreation center's staff. Follows procedures for the show and guides the artist to comply with the show rules. The registration of artists, refreshments and entertainment if provided, compiling a budget, arranging publicity and organizing the volunteers are all opportunities to assist the Show Chair.
- Co-Chair to Show Chair - works to implement tasks with direction from the Show Chair. May oversee the registration of artists and artists display locations.
- Registration - Assigns and informs the artists of their designated spaces within the recreation building. Delivers the show registration fees to the Treasurer.
- Greeters & Room Monitors - Greeters guide the public to rooms filled with art displays and answer their questions. Room Monitors relieve artists for a brief break.