

Art League of Henderson County
Executive Positions and Committee Chairs
2016

President

Chair all League Board meetings and League General meetings. Recruit volunteers for open positions. Assign and coordinate duties among League members. Serve as the official spokesperson for the League. Negotiate with Opportunity House. Receive training from past President.

President Elect

Shadow the League President for one year, to learn the skills required, in order to take over as President the following year.

Secretary

Record minutes of each monthly Board meeting. Email minutes to Board members for their approval. Record minutes of each monthly General meeting. Email minutes to all members. Receive training from past Secretary.

Treasurer

Handle funds received and funds dispersed for the League. Prepare a monthly financial report for the Board. Prepare any required government forms. Receive training from past Treasurer.

Membership Chair

Prepare a membership form and announce when dues are due. Accept new memberships and renewals. Submit funds to the Treasurer. Prepare name badges. Maintain accurate records, including a member directory. Maintain a list of member email addresses to be used for bulk transmissions. Transmit the member directory to the membership. Transmit the newsletter when received from the Newsletter Chair. Transmit announcements from the Board as necessary. Receive training from the past Membership Chair.

Program and Guest Artist Chair

Arrange monthly programs, alternating demonstrators of oil/acrylic, watercolor, and pastel media. Try to obtain demonstrators who will also hang work in the main meeting room. Obtain signed contracts from demonstrators, using League contract forms. Obtain publicity material from demonstrators and forward to Publicity Chair in advance of event. Remind demonstrators of upcoming obligation prior to event, and obtain list of equipment needed (overhead mirror, etc). Assist hanging of guest artist work. Meet demonstrator on date of event and assist in setup. Introduce demonstrator to attendees. Receive training from past Program Chair.

Publicity Chair

Receive info from Program Chair and forward to newspapers, ALHC Facebook page, ALCH Website, etc. in advance of monthly meetings. Receive contact list and training from past Publicity Chair.

Hospitality Chair

Obtain volunteers to bring refreshments for each monthly meeting. Call volunteers with reminders just before meeting date. Set up refreshments in advance of meeting, and clean up after meeting. Receive training from past Hospitality Chair.

Librarian

Assemble a library committee. Open the library on hanging day and on the monthly artist reception day, lending books and renting DVDs to members. Remit funds received to the Treasurer. Order additional books and DVDs as needed. Perform an annual inventory. Receive training from past Librarian.

Gallery Chair

Assemble a gallery work crew. Have the committee remove the former artwork for members to pick up. Store any artwork not picked up in the League storage closet. Assign one member of the work crew to police forgotten artwork, reminding artists to pick it up in a timely fashion. Have the committee receive and record new artwork. Collect entry fees and submit to the Treasurer. Hang new submissions received. At each monthly meeting, count votes received and announce the artist winning the People's Choice Award.

Education Chair

Request artwork to hang at the middle schools. Contact middle school and high school art teachers, to discover their classes and art needs. Pass on info to League Treasurer. Arrange date for annual League award certificates to school art teachers. Receive training from past Education Chair.

Newsletter Editor

Receive articles for monthly newsletter from League members. Prepare newsletter and submit to Board members for proofreading. After any corrections, submit newsletter to Membership Chair for transmittal to full membership. (One volunteer mails hard copies to a few members who pay extra.) Receive training from past Newsletter Editor.

Website Techie

Maintain the League website. Update any info as necessary. Receive training from past Website Techie.

Laurel Park Show Chair

Organize the outdoor art show, coordinating with the lead merchant at Laurel Park. Publicize the event to artists and accept applications. Submit funds received to the Treasurer. Assign display spaces.

Publicize the event in newspapers and on the radio. Police the display area to ensure that it looks professional. Receive training from the past Outdoor Show Chair.

Fall Member Show Chair

Prepare a prospectus and submit to League members. Accept applications from artists, prepare a log, and submit funds to the Treasurer. Obtain a judge for the show. Solicit funds for awards from local art-related businesses. Order ribbons for winners. Present awards at the event. Receive training from past Fall Show Chair.

Christmas Luncheon Chair

The past Luncheon Chair and the Country Club have agreed on a date for the coming year Luncheon. Confirm that date with the Country Club. Advertise the Luncheon to the League members and receive their reservations and payments. Submit payments to the Treasurer. Announce a small gift exchange for those interested. Plan any music or entertainment. Select the menu and tell the Country Club how many are expected. Recruit a small committee of worker bees for the event. Receive training from the past Luncheon Chair.

Other Group Activities:

ArtVenture

Life Drawing

Critique Groups

Plein Air Painting

Book Club

Film Club