

AWS Job Descriptions

President: Presides over and writes agendas for all monthly meetings. Serves as chair of the board. Appoints all standing committee chairs, subject to approval of the elected officers. Is ex-officio member of all committees, except the nominating committee.

Vice-President: Presides at the monthly meetings in absence of the president and assists the president as needed.

Recording Secretary: Keeps the minutes of the monthly board meetings and gives copies to the board within 5 days of the meeting.

Corresponding Secretary: Maintains all correspondence for the organization.

Treasurer: Receives and deposits all dues and money in the designated official bank. The treasurer is charged with custody of all funds; pays all authorized accounts payable and gives a financial report at each monthly meeting. Gives annual financial report.

Publicity: Handles all publicity for AWS and may choose members to assist. Works with the Apple Blossom Show chair and with the Gravenstein Apple Fair chair to promote those events. Sends news releases to appropriate media outlets.

Nominating Committee Chair: Appointed by the President, the chair begins in September to secure the slate of officers for the November election. The slate must be printed in the October Newsletter. The chair also reviews all the standing committees to see which volunteers will continue and finds replacements for those who are retiring. The chair may appoint assistants.

Membership Chair: Attend board meetings, maintain membership roster that is sent to members each quarter, update the Apple Blossom Qualification Chair of changes, maintain a wait list of potential members, maintain guest list.

Apple Blossom Show Chair: Organizes this event by appointing various committees and monitoring their progress. Serves as liaison with the Sebastopol Chamber of Commerce and the Sebastopol Center for the Arts for this event.

ABS Requirements Chair: responsible for keeping attendance sheets up to date, printing them out and bringing them to each meeting for member's sign-in. Qualifying for participation in the Apple Blossome Show is determined by these attendance records.

The Program Team: headed by a Chair that attends monthly Board meetings, prepares the monthly prompts, facilitates the proper setup of the room, and greets the demo presenter. Another team member recruits demo artists and writers their bio for the newsletter. Another team member writes the article that reviews the demonstration, for the newsletter.

Venues Coordinator is responsible for overseeing and advancing AWS's community exhibition program by cultivating and maintaining relationships with a variety of public and private venues—including restaurants, banks, medical facilities, and other high-visibility locations—to secure ongoing opportunities for members to showcase their artwork.

Peacetown

Chair – recruit artists to participate in Peacetown, collects bios and photos of artwork to send to Peacetown for publicity, interface with artists as to setting up their weekly shows, assisting where possible, communicate with artists and conduct a “wrap” session to review the event.

Welcome Team: This group of 5 volunteers, will greet members and provide an efficient sign-in system that includes selling raffle tickets. One Team member will serve as Chair to coordinate monthly staffing. Team members commit to a 6-month period of time.

Hospitality Team:

This group of 5 volunteers meet prior to monthly general membership meetings to set out the potluck, make coffee, set up the serving table and record signups for donating food. It includes cleanup. There will be a chair to coordinate. Team members commit to a 6 months period of time.

Website:

The Website is updated monthly with the posting of the newsletter and other timely changes. Members' art pages are updated in June and December.

Newsletter:

The Newsletter is delivered to email boxes of members and subscribers on the first of every month. It is 14-18 page robust, uplifting publication filled with information about all club activities, member announcements, and feature articles.