

UMWC Art Section Chair/Co-Chairs Job Description

- Contact each month's coordinator to ask them to write a description for meeting and send to you. At least two weeks before the date, email notice to Art Section members sent as a group email. Include: program title, location, address, description, date, time, optional lunch location, parking, driving directions. Must include RSVP contact information and deadline date to coordinators, with their contact information.

- Arrange for Art Section representatives to cover the information table at the October Fall Welcome and Scholarship Luncheon. (There is an art section poster, bring a colorful scarf/cloth for the table. Bring a clip board for members to sign their names and an envelope to hold the money.) If possible, the treasurer should be there to collect the dues. Collect \$5 dues for the year from those who sign up.

- Remind Treasurer to continue to collect dues from new section members through the year and maintain an updated roster. Remind members to pay Section dues by November 1st or their name will be eliminated from the member list. Members also should be paying UMWC members as of October 1st. Pay program speaker an honorarium (currently \$75) if previously agreed to, or on request of the art section chair..

- Art Section representative may attend UMWC Board meetings. Dates of Board meetings are listed in the Directory. Give brief Art Section report and announce next Art Section program as needed, depending upon guidance from the President, simply report any changes to the programs from the Directory listing.

- Remind Art Section Art Show Coordinators to plan, gather art, and present yearly March/April show and opening reception. Write information for UMWC newsletter. Submit to designated newsletter contact.

- Announce UMWC information by email to Art Section members and at monthly programs.

- Remind Art Section Secretary to submit a summary of monthly programs to be disseminated to Art Section members and to write up a program report to be given to Club Historian at UMWC Annual Meeting.

- Collect ideas for future Art Section programs to determine the following year's program. Sign-up Art Section members to be monthly coordinators.

- Submit the next year's programs/coordinators information to UMWC contact for the directory.

Article IX, Section 3 of the UMWC bylaws states: The Chair or a Representative of each Section

- Section 3: Chair or Representative of Each Section: The Section Chairs may attend Board Meetings, report changes in their programs, keep a roster of their members, provide a signup and display sheet at the Fall Welcome Luncheon.
- Reminds any member in arrears as of October 1st that continued participation in the Section requires that they pay their UMWC membership dues.
- Updates her job description at the end of her tenure as Chair.
- Provides a sign-up table for new and returning members at the fall Welcome and Scholarship Luncheon.
- Prepares an Annual Report and a Job Description at the end of her term.

Article IX, Section 4 of the UMWC bylaws states:

- Section 4: Each Interest Section shall honor their regularly scheduled meeting time as printed in the Directory. Any group that organizes a new section must verify that its scheduled meetings do not conflict with any other section's meeting time. Any section that wants to change its meeting time or arrange a special program must verify that this does not conflict with any other section's meeting plans or other scheduled Club events.

Submitted by Abby Marier 2023