

**Monthly meetings:**

- **President** - Presides over the monthly membership meetings and oversees the operation of the club with the assistance of other officers & members.
- **Vice – President** – In the absence of the president, this position conducts business the president would.
- **Secretary** – Takes minutes at the monthly 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.
- **Web-Master** – Manages the information on the VAL Website on a regular basis.
- **Web-Master Assistant** - should the webmaster need help with publications, this would be a great place for your computer skills.
- **Newsletter Editor** – Creates the monthly newsletter of current events and articles provided by the President, Program Chair, Artist of the Month Chair, Show Chairs articles. Etc. Sends the complete newsletter to the e-mail/communications editor to send to the members.
- **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 list of new members to the Club Newsletter Person to be published in the next newsletter.
- **Membership Chair Assistant** – Assists the membership Chair.
- **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 Editor, Local News Papers, Radio and TV for all Club events and upcoming meetings. Works closely with all Chair Persons. Puts meeting info in the Sun Newspaper on a monthly basis
- **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.

## Art Shows

There are two Art shows per year (July & October), plus there is one exhibit show which is judged at the La Hacienda (September).

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 a committee including registrations, budget, publicity, works with the rec center, .

- Show Chair Assistant: Works closely with the Show Chair to lighten the job for the Show Chair.
- Show Picture Hangers: Helps hang pictures in the La Galleria Show. Being tall is a good thing.
- Registration Chair: 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 VAL Newsletter.
- Show Programs – Create the show program and the Recreation Department will print up 500 programs to be handed out by greeters at the shows.
- 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 fall Masters Exhibit at La Hacienda.
- Show Hospitality Chair: oversees volunteers to greet at the doors, hand out programs and oversee the “Room Monitors” volunteers that will relieve artists for short breaks.
- Greeters: Will be at the entrance door(s) to welcome guests and hand out show programs.

Christmas Party Chair – The December meeting is the Christmas Party. This person chooses a committee to assist in planning table decorations, refreshments for this event. They are given a budget for this. Usually it is a potluck lunch and may have some entertainment.