

**President****Cohesive Working Board...Smooth Functioning**

The duties of the president are contained in the Bylaws Section V. A. The president shall preside at all meetings, appoint all committee heads with approval of the board and supervise directly and indirectly all of the activities of the association. In addition to those specifically mentioned it is the president's obligation to perform the following duties:

- Prepare a written report for each board meeting.
- Serve as Chairman of the Board of Directors and conduct each meeting with control and efficiently so as to keep it moving smoothly and in an orderly fashion.
- Confirm date, location, and time of each Board meeting with the University of Wisconsin Madison WRAP Director.
- Prepare an agenda with topics defined and timeline assigned and notify board members in writing.
- Keep all board members informed of issues coming to the attention of the association.
- Prepare reports of association's activities to be published quarterly in the Contour Notes newsletters.
- Appoint new members to the Board of Directors when vacancy occurs subject to the approval of the board and make sure each member receives a Directors Manual.
- Forward all permanent files to successor within thirty (30) days.

**Vice President****General Duties/Fund Raising/Nominations**

The duties of the Vice President are contained in the Bylaws Section V. B. The Vice President shall assist the president and in the absence of the President shall assume the responsibilities of that office.

General Duties:

- Assist the President in any duties deemed appropriate.
- Prepare a written report for each Board meeting if appropriate.
- Help the President with overall management and coordination of committee activities.
- Keep the Director's Manual current and make sure it is posted on the website for use by all members.
- Act as a signature backup for the Treasurer as needed

Fund Raising:

- Help the President and other Directors to promote and coordinate fund raising activities including evaluation of potential projects.
- Propose new fund raising initiatives as needed.
- Track fund raising activities with the help of the Treasurer.

Board Nominations:

Each year a ballot is prepared and four three-year terms expire.

- Prepare a written report for bi-annual meetings.
- Collect names of nominees from the board of directors, clubs, and membership.
- Contact qualified nominees and ask if they accept the nominations.
- Coordinate biographies for each nominee accepting to help identify the nominee to the voting membership.
- Present the ballot for approval at the spring board meeting.
- Make arrangements with the Contour Notes Editor to insert ballot in summer issue.

- Count ballots due in July. Notify board of directors and candidates of the results.
- Forward all permanent files to successor within thirty (30) days.

### **Recording Secretary**

### **Accurate Recordkeeping & Storage**

The duties of the Recording Secretary are contained in the Bylaws Section V.C. The Recording Secretary shall record minutes of all meetings of the Board of Directors and from the Annual membership meeting. In addition to those specifically mentioned it is the recording secretary's obligation to perform the following duties:

- Keep the record book and attest to all documents under the association's seal serving as the keeper of pertinent records.
- Take roll call and read the minutes from the previous meeting at all board meetings unless the board waives the action.
- Send a copy of minutes to all board members and the editor of Contour Notes.
- Send out correspondence to the membership, donors, and agencies, as requested by the board of directors.
- Forward all permanent files to successor within thirty (30) days.

### **Treasurer**

### **Accurate & Timely Accounting Audits & Storage**

The duties of the Treasurer are contained in the Bylaws Section V.D. The Treasurer shall be responsible for all financial matters of the Association and shall furnish the board of directors with a financial statement at each regular meeting. In addition to these specifically mentioned it is the Treasurer's obligation to perform the following duties:

- Prepare annual budget to present to the Board at the annual meeting for approval.
- Prepare annual report for Contour Notes.
- Make arrangements to have financial records audited within thirty (30) days after the close of the fiscal year and mail each board member a copy of the Annual Financial statement and audit report.
- Deposit all checks and pay all expense vouchers received in a timely manner and keep detailed accounted records of each transaction.
- Manage checking and cash investment accounts.
- Track donations to and investment of all Funds.
- Track donations solicited by the pocket calendar project and remit them annually to the Lindroth Fund.
- File all necessary Federal and State of Wisconsin tax and legal forms when due.
- Furnish publication expense report to the Fond du Lac Foundation for Harold C. Berkholtz Publication Fund.
- Forward all permanent files to successor within forty five (45) days.

### **Membership**

### **Maintain Accurate Membership Records**

The duties of the Membership Chair are contained in the Bylaws Section V.E. The Membership Chair shall be responsible for the maintenance of the membership roster. In addition to those specifically mentioned it is the Membership Chair's obligation to perform the following duties:

- Prepare a written report for each board meeting.

- Maintain database membership roster including addresses with four digit zip code, phone number, email addresses.
- Set up membership enrollment & renewal display at State Conference. Collect dues.
- Print membership receipts and cards and mail to the members.
- Forward dues to Treasurer.
- Maintain membership mailing addresses and other information for Editor to use for Contour Notes and other membership mailings requested by the Board of Directors.
- Track membership count and report membership drive activities. Compare enrollment with previous years.

### Editor...Newsletter/Brochure/Website... Accuracy & Timeliness & Image

The chairman shall be the executive editor. The board of directors shall appoint the Editor of Contour Notes annually. If a person who is not already on the board is appointed, that person will be granted Director status with full voting privileges. The Editor will serve a one-year term with no limitations as to the number of terms. Editor responsibilities include:

#### **Contour Notes Publication** (Honorarium \$750 per Issue-effective 2009)

- Prepare a written report for each board meeting.
- Gather and layout all articles and photos.
- Establish deadline dates for article submission.
- Coordinate special events/ fund raising dates and information articles.
- Choose Cover theme and request submissions.
- Prepare contest submission for viewing and board vote at annual meeting.
- Obtain photographer (and arrange for specifications) for the photographing of the artwork from the annual color catalog.
- Obtain photographs of STAMP artworks to publish in annual color catalog.
- Set up a display of Contour notes for the State Conference.
- Bill and collect from advertisers in Contour Notes.
- Work with post office to meet bulk mailing permits and regulations.
- Work closely with Membership and Data chairs to ensure accuracy and timeliness of mailing lists.
- Work with Grants Chair to set aside newsletters, etc. required for proposals.
- Work with website manager as advisor.

#### **Brochure Management** (Honorarium \$ 1000 annually, paid in April- effective 2009)

- Keep current approved brochures and arrange for printing as requested by the Board; including but not limited to Membership, STAMP, Bridging Generations, Evening with the Arts, Workshop Coordinator guide, and Exhibit Your Artwork brochures.
- Publish and print annual June mailing that includes (but is not limited to) WRAA board of director's ballot, STAMP, Evening with the Arts, Tiny Treasures and WRAA membership forms.
- Arrange for printing of materials as needed.

#### **Website Management** (Honorarium \$ 1000 annually Paid in April- effective 2009)

- Update and keep current all above brochures, registrations and current events (including but not limited to) Bridging Generations, Evening with the Arts, Tiny Treasures, STAMP exhibits, and State Day Conference information. If ever not available at the UW's website, WRAP exhibits, regional WRAP workshop listings will be added to website duties.

- Maintain links to UW-Madison's website for current WRAP exhibits and regional WRAP workshop listings.
- Manage on site Tiny Treasures gallery.
- Forward all permanent files to successor within thirty (30) days.

### **Awards Chair**

### **Increase & Maintain \$ Donated & Number of Awards**

The Awards Chair is responsible for soliciting donations for the Annual State Conference awards and for Bridging Generations; maintaining historical files of awards, donors, and recipients; soliciting and presenting to the Board nominations for service awards; and preparing award presentation materials, presenting awards at the annual State Day awards ceremony, and doing post State Day award follow-up.

- Prepare a written report for each board meeting.
- Send out a solicitation for Bridging Generations donations in late March and a solicitation to previous State Day award donors in late April/early May with a reminder notice in July to those who have not responded.
- Accept and record new awards and communicate with prospective donors about the options for setting up an award.
- Complete paperwork for employer matching donations.
- Receive State Day Award and Bridging Generations donations, send acknowledgement letters to donors, and forward monies to the Treasurer.
- Write articles for Contour Notes asking for award nominations.
- Accept nominations for service awards (WRAA Memorial Awards, Berk Service Award, John Steuart Curry Award, and Youth Service Award) and present nominations to the Board for voting at the Spring meeting. Send congratulatory notices to recipients of the service awards inviting them to the awards ceremony.
- Handle all special processing needs for awards, such as engraving of the Curry Medal.
- Maintain a file of current year donors and awards (for both State Day awards and Bridging Generations), as well as historical data on past year donors, awards, and recipients.
- Prepare award materials for State Day (list of awards to the WRAP Director, list of award descriptions to the Webmaster, award descriptions in presentation order for the awards ceremony).
- Act as emcee for the State Day awards ceremony.
- Send color photocopies and/or the color catalog to award donors after State Day.
- Forward all permanent files to successor within thirty (30) days.

### **State Day Registration Chair**

### **Coordinate Registrations for State Da**

The State Day Registration Chair serves as a clearing house for State Day registrations receiving the combined State Day/EWA/Membership Renewal forms, recording registrations and membership updates, and disseminating information and monies to the various coordinators as needed.

- Receive forms and payments
- Log payments, recording what was paid for (registrations for EWA and State Day and /or memberships)
- Send paper or email confirmations for EWA and/or State Day registrations

- Forward memberships to the Membership Chair
- Forward checks to the Treasurer with a summary of payments by type (EWA, State Day, membership)
- Forward EWA registrations to the Evening with the Arts Chair
- Forward State Day registrations to the WRAP Director
- Maintain the Combined State Day Weekend/Membership Renewal form and disseminate updated versions to Contour Notes and website coordinators

### Youth Programs

### Move & Coordinate/Youth Exhibits Annually

The duties of the Youth Programs Chair include serving as the coordinator for the annual State Teen Art Mentor Program (STAMP) Exhibit and assisting the Bridging Generations coordinators as the program moves around the State. The chair should plan on actively attending and/or assisting both events.

- Prepare a written report for bi-annual board meetings.
- Assist the Editor with brochure publications to insure timely promotions of Youth Programs.
- Gather names of possible Bridging Generation (BG) coordinators from membership and the Board of Directors.
- Interview and make recommendations to the board for annual BG coordinator selection.
- Work closely with annual BG coordinator to make sure all functions are covered.
- Keep the BG coordinators manuals up to date.
- Serve as a liaison between the coordinator, parents, mentors, award donors, and WRAA.
- Serve as STAMP exhibit & artists' reception coordinator.
- Work closely with WRAP Director to coordinate STAMP artwork drop-off dates.
- Organize the physical hanging of the teen exhibit on the 3<sup>rd</sup> floor of the Pyle Center.
- Work closely with the Evening of the Arts Chair to coordinate the STAMP and WRAA reception RSVP headcount for reservations and event itinerary.
- Work closely with the awards chair and treasurer for award collections & distribution.
- Assist the Editor with website and promotion materials as needed.
- Forward all permanent files to successor within thirty (30) days.

### Evening w/ the Arts

### Coordinate Membership Promo & Sales

The duties of the Evening with Arts Chair are to facilitate the annual artist reception and Art ala Carte Sale.

- Prepare a written report for bi-annual board meetings
- Arrange for the reservations at the Pyle Center and entertainment.
- Arrange for the printing of literature (i.e., entry forms, post cards, membership mailing.)
- Serve as or appoint a coordinator /contact receiving entry forms and planning exhibit space.
- Attend events to promote Evening with the Arts. (i.e., State Conference and regional exhibits).
- Assign volunteers to invite public, collect money, act as greeters, and plan walking tour.
- Assist Contour Notes Editor with promotion.
- Forward all permanent files to successor within thirty (30) days.

<b>WRAP/WRAA Liaison/State Exhibit Transportation Coordinator</b>	<b>Promote Number &amp; Longevity of WRAP's/Arrange Art Transportation</b>
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The duties of the WRAP liaison are to promote new WRAP workshops and assist existing workshop coordinators to help keep exhibits running smoothly. The duties of the State Day Transportation Coordinator are to arrange van transportation of state award artwork to the State Exhibit.

WRAP liaison:

- Prepare a written report for each board meeting.
- Review the coordinators packet from the UW and keep current.
- Review website information for accuracy and current information.
- Make literature available at all workshops.
- Assign someone to promote membership renewal & sign up and stress the importance of the WRAP Endowment Fund each WRAP workshop.
- Serve as liaison between WRAA and WRAP director.
- Consider incentives for volunteer coordinators.
- Assist coordinators with getting volunteers to hang, deliver, and get judges if needed.
- Listen to needs of regional coordinators and convey their voice to the board.
- Attend events to promote WRAP workshops. (i.e., State Conference, regional exhibits).
- Consult with WRAP coordinators regarding publicity for their exhibit. Be sure they have the standard press release to provide to the local newspapers.
- Work with the WRAP coordinators to increase exhibitors by informing and inviting other arts groups within their region.
- Work with the Editor to be sure that WRAA has up to date and appropriate publications and interesting articles for Contour Notes.
- Forward all permanent files to successor within thirty (30) days

Transportation Coordinator:

- Arrange van transportation of state award artwork from northern Wisconsin to the State Exhibit when it is held in Madison.
- Arrange van transportation of state award artwork from southern Wisconsin to the State Exhibit when it is held in Wausau.
- Forward all permanent files to successor within thirty (30) days.

<b>Grant/Applications Writer</b>	<b>Grant \$ and WRAA Event Applications</b>
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The duties of the Grant/Applications Writer are:

- Prepare a written report for each board meeting.
- Apply for an annual grant from the Wisconsin Arts Board (WAB) and from other organizations as needed and appropriate. Grant requests must be for actual identified needs that WRAA is prepared to carry out immediately.
- Gather data (e.g. finances, membership, WRAP show participation, etc.) from fellow board members to support grant applications and document results.
- Assist the Board in planning sessions and help prepare documents which guide WRAA directions and show prospective grantors expected results.
- Keep a record of all proposals and supporting materials submitted with grant requests. Prepare interim reports and final reports to granting agencies as required. Attend granting agency review sessions if appropriated to support requests and identify how future proposals can be strengthened.

- For the WAB grant, write letters of thanks to the governor and local legislators and provide copies to WAB.
- Advise the board on whether WRAA activities meet the parameters of a received grant and monitor use of any grantor's required logos on WRAA publications.
- Forward all permanent files to successor within thirty (30) days.

### **Tiny Treasures Chair      Record and Coordinate Annual Exhibit and Sale**

The duties of the Tiny Treasures Chair are:

- Prepare a written report for board meetings as appropriate.
- Maintain accurate records of all Tiny Treasure entrants.
- Assist the Editor with brochure publications.
- Send e-mails to past Tiny Treasure entrants, Wrap Coordinators, state art groups & high school art teachers to encourage participation.
- Send e-mails to participants to acknowledge receipt of Tiny Treasures and disseminate necessary information.
- Record checks and send to Treasurer.
- Scan Tiny Treasures, use Photoshop to change dpi & maintain color accuracy.
- Send scans to Website Manager.
- Put mats together, mount Tiny Treasures in mats & put mats on exhibit boards.
- Make title cards and put on exhibit boards.
- Facilitate Buy-It-Now: communicate with buyers and Website Manager.
- Coordinate the judging of the competition.
- Organize the physical hanging & taking down of the exhibit.
- Work with Evening of the Arts Chair to coordinate reception, reservations and event itinerary.
- Work with Treasurer for award distribution.
- Work with Editor for printing of cards for 15 competition winners.
- Work with Editor to get Timely Treasures calendar ready for printing.
- Coordinate the sale & return of Tiny Treasures at Evening with the Arts.
- Mail unclaimed Tiny Treasures back to artists.
- Forward all permanent files to successor within thirty (30) days.

### **Volunteer Coordinator**

### **Appointed Annually**

### **Ex-Officio**

Volunteer Chair shall be responsible for solicitation of volunteers as requested. The Volunteer Chair has the obligation to perform the following duties:

- Prepare a written chair activity report for each board meeting.
- Maintain records of volunteers including names, addresses, and contact information.
- Record keeping should include "do not call" list and solicitation results.
- Forward relevant address/contact information to membership chair and editor.
- Track volunteer activity and hours and after event feedback from the volunteers by program chairs and copy tracking to the board of directors.

- Compare volunteer activity event by event and year by year to show volunteer trends.
- Thanking volunteers for their efforts.
- Forward all permanent files to successor within thirty (30) days.

The Volunteer Coordinator will serve a one-year term reporting to program chairs and/or President or Vice President as needed with no limitations as to the number of terms.