

# PWAS Executive Board Positions

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The Prince William Art Society (PWAS) is a 501(c)3 non-profit organization made up of local artists living in Prince William County, Virginia.

## Mission Statement

To promote the creation, understanding and exhibition of the visual fine arts in Prince William County, VA.

This document is to better understand the various current duties and responsibilities that each position's leaders of Prince William Art Society will be undertaking when they volunteer to take the role. While some proposed duties, responsibilities, and delegations are subject to change in the by-laws, it should be noted that these changes should be reviewed and delegated to specific parties as necessary. As the membership grows and changes, the needs of PWAS should be monitored and updated.

## President

- The first major role of the president is leading the annual planning of the club (consistent with the views of members), help the committee prioritize its goals and then try to keep the committee on track by working within that overall plan. Club and committee members should have a sense of what they are trying to achieve, and a plan developed for this purpose is essential. The president leads this process.
- The second major role of the president is to facilitate effective management of club/committee meetings.
- Holds all passwords, banking info (?)
- Convenes at least 6 Executive Board Meetings per year, prepares agendas, delegates responsibilities, and assigns tasks.
- Serves as a liaison with other organizations, the public, and actively supports the entire PWAS group.
- Ensure ALL meetings are announced at least 4 days in advance. Leads about 10-12 monthly meetings per year.
- Works with officers and committee chairs to provide a calendar of upcoming PWAS Events
- Assigns a Board member as liaison to each committee to provide support.
- Emergency Meeting or Zoom Calls
- Delegates to other officers

## Vice President 1

An assistant to the President and fills in if the President is absent.

- Liaison with Committee Chairs, and Society members.
- Help with any of the officer's duties if that officer is not present.
- Help monitor other officers in their duties.

## **\*Vice President 2**

### **New PROPOSED:**

- Share same duties as VP #1

## **Secretary 1**

- Request agendas for the Executive Board Meeting and General Membership meeting 24 hours before meetings occur.
- Attend General Membership Meetings. Record minutes and send minutes to membership within 48 hours of meeting just held.
- Attend Board Meetings. Record minutes and send minutes to Board members within 48 hours of meeting.
- Send out correspondence as requested by the Board.
- Keep a current copy of the PWAS By-Laws on file with amendments noted and any special rules adopted by the Society.
- Maintain PWAS records on file for at least 5 years. Turn over all PWAS records to incoming secretary at end of term.
- Give informed input regarding business items that will be voted on by the Board before the business is brought to the membership.
- As a member of the leadership team, be available to serve in different volunteer capacities as needed, especially when emergencies arise.

## **\*Secretary 2**

### **New PROPOSED:**

- Share same duties as Secretary #1
- Help the Secretary with their duties as a team, or if Secretary is not present.
- Help post the general meeting notes on the club webpage.
- Help take/receive activity request info to be added to calendar for officers to approve.

## **Treasurer**

- The Treasurer shall receive all Society funds, deposit them in a Virginia bank and pay all bills out of this account.
- The Treasurer shall present a brief report at each meeting of the Society revenues and expenses.
- The Treasurer shall update the membership list as dues are paid and send written receipts to the members.
- The Treasurer makes the membership list available to the Membership Chair, Programs Chair, Social Media Chair, and all Board members for their use.
- The Treasurer should assist in preparing the Annual Budget.
- All scholarship funds will be kept in a separate account in a Virginia bank. Checking: PWAS Expenses and Deposits. Savings: Scholarship Donations
- Participate in Executive Board meetings and activities.
- Submit Virginia sales tax (monthly)
- Renew license with State Corporation Commission (annually)
- Renew liability insurance (annually)
- Renew membership with Prince William Arts Council (annually)
- Write checks to members for sales and reimbursement.

- Form N990-N (e-postcard)
- Deposit cash from member sales and scholarship donations
- Provide stocked cash box for pop-up shows.
- Update membership list based on payment of dues.
- Write and submit operating grant applications with help from Secretary and Committee chairs; submit progress and completion reports.
- Training Changeover Person

### **\*Treasurer 2 or Assistant**

#### **New PROPOSED:**

- Assist Treasurer #1 with their duties.
- Work with Treasurer #1 to divide necessary duties.
- Collect and manage membership dues.
- Collect and manage online gallery payments.
- NEW Troubleshoot and resolve point of sale (Square) issues.
- Coordinate rental of Tall Oaks community center with LPRA
- Manage storage unit (i.e., access, payments)
- Deliver and pick-up equipment (i.e., display stands, canopies, weights, signs, racks) used for pop up shows or ensure volunteers are available to do so.
- Renew non-profit status (with IRS)
- Order supplies (sales receipt books, business cards, paper for Square (POS) terminal, ink for PWAS printer)
- Manage / renew website service.
- Manage / renew phone and data service.
- Update Square to reflect artists currently selling in show/gallery.
- Prepare and distribute (financial) summaries of pop-up shows.
- Print various flyers and documents (e.g., monthly financial reports)
- Collect & distribute money at events, activities & fund raisers (BOTH Treasurer & Assistant Treasurer may be REQUIRED at some events, activities or fund raisers)

### **Member at Large**

- Elected by the members to represent their interests at the Executive Board level.
- Ensure all membership needs are addressed, growth opportunities are presented, PWAS benefits increased. Member well-being: birthdays, announcements.
- Use Surveys periodically to measure PWAS Members satisfaction and opinions.

### **Prince William Arts Council Representative**

- Be a member of PWCAC, representing the interests of PWAS
- Attend PWCAC monthly meetings and report back to the Board regarding what is going on in the County and keeps the Council informed about what the Society is doing.

