

PSNJ – Board Positions

**Compiled by Michal Barkai from board members reports for 10/28/2018 General Meeting
Revised 6/2019 Appendix A Bylaws, Section E. Section E. Duties of Officers**

2018-19 Season Board Members have provided more complete descriptions of their duties following the official list.

1. President

- a. Shall be the Chief Executive Officer of the Pastel Society of New Jersey and the Chairperson of the Executive Board
- b. Shall sign all necessary legal contracts of the Pastel Society of New Jersey along with the corresponding executive board member concerned. Example: Programs Director or Exhibition Chairperson.
- c. Shall be an ex-officio member of all committees
- d. Shall call and preside over all Executive Board and General Membership Meetings

2. First Vice President

- a. Shall perform all such duties as may be assigned by the President
- b. Shall assume the duties of the President in the President's absence
- c. Shall serve as the Membership Chairperson
- d. Shall keep a complete roll of the PSNJ members and their status
- e. Shall be responsible for the publishing and distribution of an annual roster of all members
- f. Shall bill and receive dues for the PSNJ in conjunction with the Treasurer
- g. Shall send membership materials to new members
- h. Shall issue all Membership Cards
- i. Shall be responsible for internal communications

3. Second Vice President

- a. Shall assume duties of the President and the First Vice-president in their absence
- b. Shall keep a complete roll of Signature Members
- c. Shall serve as the Exhibition Committee Chairperson
- d. Shall be in charge of all PSNJ sponsored exhibits

4. Recording Secretary

- a. Shall keep a record of the proceedings of all meetings of the Pastel Society of New Jersey and the Executive Board
- b. Shall maintain custody of the Bylaws and be responsible for periodic reviews
- c. Shall be responsible for nominations for the election of the PSNJ Board members and chair the Nominating Committee
- d. Shall be responsible for proposing a slate of officers and for all open positions to the membership for election at the October General Membership Meeting.

5. Corresponding Secretary

- a. Shall be responsible for general correspondence deemed necessary for transaction of the business of the PSNJ
- b. Shall be responsible for picking up and distributing the incoming PSNJ mail

6. Treasurer

- a. Shall collect and disburse all funds of the PSNJ
- b. Shall keep regular accounts in books belonging to the Pastel Society of New Jersey, which shall be open to inspection by any member
- c. Shall submit in writing the financial statements of the PSNJ for the past year
- d. Shall have the President cosign all checks over \$500 and the President shall be a signatory for all checks in absence of the Treasurer
- e. Shall be responsible for creating an annual budget.

7. Program Director

- a. Shall plan for and schedule any educational programs, demonstrations, or workshops on behalf of the PSNJ

8. Newsletter Editor

- a. Shall issue at least two newsletters per year, containing information about the PSNJ and its members as well as news about the field of pastel painting

9. Publicity Coordinator

- a. Shall represent the views of the general membership and shall head the Publicity Committee.
- b. Shall be responsible for all publicity, newspaper and magazine articles, and posters.

10. Co-chair of Exhibitions

- a. Shall assist the Second Vice President as Co-chair of Exhibitions
- b. Shall assume the duties of the 2nd Vice President in his or her absence.

11. Webmaster

- a. Shall be responsible for the content, design, and maintenance of the PSNJ website and any Social Media

12. Assistant Webmaster

- a. Shall be responsible for assisting the Webmaster with the maintenance of the PSNJ website and any Social Media
- b. Shall assume the duties of the Webmaster in his or her absence

Additional details and insights provided by board members:

President –

Each President may bring his/her own vision, goals, ideas and management style into this position. It is important though to work well with the executive team and reach decisions together, in an orderly manner, following bylaws protocol. We do feel a prior board experience is essential for this position.

The president:

- Schedules board meetings (5-6 a year), sets deadlines for board members to submit reports prior to board meetings and prepares the meeting agenda based on board reports, ongoing issues, upcoming events and future goals.
- Proof-reads board meetings minutes. Maintains log records of decisions and procedures, cross referenced with board meeting dates, for easy minutes look-up. Distributes cumulative log to current and new board members annually, around elections time.
- Sets goals and objectives along with board members for the term/year ahead
- Sets and updates yearly budget frames and follows up on budget usage
- Assists board members as needed, providing on going input, feedback and decision making.
- Keeps the 1st VP Membership informed on ongoing issues, so he/she can fill in when necessary.
- Participates in ad-hoc board committees of choice
- Initiates Lessons Learned discussions for PSNJ events, services and other issues.
- Initiates procedural changes and process improvements, including bylaws revisions.
- Prepares agenda for General Meetings. Compiles and updates recent board reports into a single report to be distributed to PSNJ members ahead of the meeting. That leaves more time for the program and other business matters (voting, discussions).
- Writes the President's letter for the newsletter and coordinates content contributions from other board members and featured artists (award winners, volunteers). Proof-reads the newsletter.
- Handles President's emails received through the PSNJ website, communicates with website visitors, forwards emails of interest to Membership Chair for internal distribution, refers potential advertisers to Newsletter Chair, shares selected information and deadline reminders from other pastel societies on our FB group page.
- Prepares surveys polling members for suggestions, preferences and satisfaction.
- Proof-reads Exhibition prospectuses.
- Monitors website and FB page for up to date information
- Represents the PSNJ at the President's Forum at the IAPS convention.
- Follows up and participates in discussions on the IAPS President FB group page
- Purchases gift certificates for board members completing their terms.
- Hosts choice PSNJ sponsored events and workshops

1st VP, Membership – Carol Clemens

General Description: The First Vice-President/Membership Chair is responsible to make sure all our members are notified of the opportunities offered by the PSNJ. When membership applications are submitted, the Chair inputs all the information sent into a database (the PSNJ owns a copy of Filemaker), checks for updates; records dates of arrival, the number and amount of the check, etc. as well as certifications and volunteer responses. An accounting of the monies is provided to the Treasurer.

Records are kept of a member's history regarding qualifications towards Signature or D-PSNJ status. (Note: when a member reaches a higher status, as a courtesy new membership cards are issued reflecting the change.)

The Membership drive is in August (or earlier) for the following season, which runs Sept.-August. Membership cards as well as the rules and guidelines of membership are sent to a member when dues have been paid. Names of current members are compiled into an email list which is used to send out in a timely manner everything from meetings to special opportunities, workshops, newsletters, to a prospectus for a show.

Early in the year, a current list of all member information is provided to each individual member for their private use. Updated lists may be provided periodically.

Exhibitions Chair, Anita Gladstone, Exhibition Co-Chair – Stephanie Cook

The Exhibitions Chair and co-Chair are responsible for overseeing the 3 annually scheduled exhibitions, plus any additional opportunities we opt to take advantage of.

Venues: Reserve venues for each of the exhibitions hung by PSNJ. This may need to be done as far as 2 years in advance.

Research any new possible venues.

Exhibitions: For each exhibition, the following needs to be done:

- Schedule & reserve dates with the venue including a reception date, drop-off and pick-up dates and times.
- Recruit judges for the shows that are juried or give awards.
- Create a prospectus to be distributed in a timely manner
- Record entries for shows as they are received and verifies entrants are members in good standing.
- Order award ribbons if needed
- Organize and oversee receiving and hanging, and final pick-up
- Create an expense report at the end of each exhibit
- Coordinate with the hospitality committee for reception refreshments

Recording Secretary

As a member of the executive Board, the recording secretary is expected to attend all scheduled Executive Board meetings and not miss more than two consecutive meetings without satisfactory explanation.

The Recording Secretary:

- Takes minutes of board meetings as well as General Meetings and distributes a draft to the President and then the board for review and corrections.
- Maintains revisions of the bylaws. Since changes proposed by the board need to be voted on and approved by the membership in a General meeting, any changes are made on a separate copy as a draft. Per our bylaws that draft needs to be distributed to the membership at least two weeks prior to a General Meeting. The draft is sent to the membership with a short description detailing the reason for the change. Once voted on the newly approved version is cataloged and a copy is forwarded to the Webmaster to be posted on our website.
- Nominations – Election procedures are set forth by our bylaws. Preparations for the October elections start in a board meeting early in summer, with the board identifying opening positions and suggesting volunteers to be contacted.

The recording secretary prepares an election announcement for the September newsletter and communicates with any members who may have answered the call or were suggested as possible candidates, involving additional board members as needed. The slate is finalized together with the President and approved by the board. It is communicated to the Membership ahead of the General Meeting.

Corresponding Secretary, Adrian Giuliani

- Pick up the mail in the P.O. Box every other month, prior to board meetings, and forward appropriate mail. (note: other than an annual renewal notice and occasional workshop information most mail received is insignificant, but we are required to have a PO Box as a legal address. Ours is in Green Village).
- Send out condolence and get-well cards, follow procedure for gift baskets/charity donations to current and recent board members

Award Soliciting Committee, Adrian Giuliani

- Get names of marketing people, email addresses and mailing addresses for potential award sponsors
- Contact potential award sponsors (begins with friendly, casual email), get them on board, notify board with addresses, who needs to be sent an invitation
- Follow up as necessary with potential award sponsors, emailing them with necessary info, such as upcoming exhibitions, dates, venues and award jurors. Fill out any necessary forms, such as for Terry Ludwig, with info about our exhibitions
- Smooth out any problems/confusion that arise. Keep award sponsors happy.
- Reach out to Pastel Society of America, and other societies doing reciprocal awards, in writing, at the appropriate time.
- Forward awards collected to Exhibitions Chairperson
- Collaborate with Exhibitions Chairperson, keeping track of awards coming in.
- Follow up with award sponsors, thanking them and initiating contact for future exhibitions.
- Reach out to new potential sponsors

Treasurer

- Pays annual NJ taxes and updates the list of board members on the state website.
- Pays the annual insurance fee.
- Pays IAPS annual membership dues.
- Monitors daily account balances using email alerts and reconciles bank statements
- Prepares and submits Treasury reports, including detailed Income and Expense for reporting period, before board and general meetings and calculate remaining balances per budget category. Reconciles Treasury reports to bank statements.
- Receives Expense reports from board and committee members and reimburses them.
- Submits checks for reciprocal awards with other societies.
- Prepares and submits checks for venue rentals and demonstrators' fees for PSNJ sponsored programs.
- Prepares and submits checks for Judges, jurors and award winners at PSNJ exhibitions.
- Orders check books and deposit stamps.
- Is the custodian of the bank account Debit Card
- President, 1st VP Membership and 2nd VP Exhibitions are account co-signers. All maintain online access to bank account.

Program Director

CURRENT ACTIVITIES

OBTAIN DEMONSTRATORS FOR SEMI-ANNUAL MEETINGS

Responsible for obtaining demonstrators for the two bylaws-mandated general meetings, October and April. This involves securing the location and dates, securing the demonstrator, coordinating with various communications arms of PSNJ (email, newsletter, website, Facebook page), coordinating with hospitality committee for refreshments, reminding the location to set up for the meeting, arriving early to set out signs and sound system. The sound system is stored at my house. I recharge it and check batteries a day before the meeting. Regarding the artist: ask permission to use information on her/his website, get brief blurb or bio to present at meeting. Discuss with artist what we want in a demo—genre, time restraints—and what she/he may need in terms of set-up. Remind treasurer to have checks for artist and space rental.

Other demonstrations may be arranged, as the opportunity arises, following the procedures listed above.

The Program Chair is also responsible for coordinating and supporting sub-committee chairs and serves as their board liaison.

PROGRAM SUB-COMMITTEES

PUMP - PAID UP MEMBERSHIP PARTY

Secure location and date. Coordinate with committee regarding activities, flyer, and refreshments. To date, activities have included a paint-around, small works exchange, art quiz, a "mixer", materials exchange, music. Ideas are welcome.

PEER CRITIQUE

Plan and coordinate schedule, meeting place, publicity, and guidelines.

WORKSHOPS

Coordinator and negotiate with presenters, secure a location and date, coordinate with PSNJ communicators (email, newsletter, website, and Facebook) to secure attendance. Hospitality and hotel arrangements for the presenter would have to be made and

considered regarding cost to members and non-members.

Publicity Chair

The Publicity Coordinator is responsible for submitting press releases to printed and online media (such as local newspapers, magazines and event calendars), regarding PSNJ events that are open to the public, i.e. exhibitions and pastel demonstrations. The press release is submitted ahead of the event following each publicity venue's guidelines regarding required format, deadlines and image submissions. Submission are either by email or directly on a website.

Newsletter Editor

- Issues at least two newsletters per year, but usually four, containing information about the PSNJ and its members as well as news about the field of pastel painting.
- Formats newsletter in editor's choice of creation software: Publisher, Word, Adobe, etc.
- Gather contents from board reports and minutes
- Individual artists: news should be arranged with similar image sizes as to not show favoritism
- Distributes Newsletter to Board, Members and Patrons. i.e. Via email and post (for those without email)
- Attend Board meetings
- Provide written board report before scheduled board meetings

Webmaster and Assistant Webmaster

The Webmaster and Assistant webmaster are responsible for keeping the content of the PSNJ website and Social Media current and informative. The following is a general description. A more detailed list of specific updates is available to new webmasters.

WEBSITE

Information about our society and membership is maintained with updates on coming exhibitions, programs and special events. Samples of members artwork and images of work awarded in our exhibitions are showcased in our website galleries. Copies of newsletters are made available for viewing and downloading and visitors' emails are forwarded to appropriate board members. Google Calendar is updated to reflect upcoming exhibits and programs.

FB PAGE

Reminders on upcoming events and deadlines are posted. Requests from interested artists to join the FB group are vetted and posts are monitored for suitable content. Recent award winners are given the "spotlight" in a rotating feature. Information regarding pastel exhibitions and workshops from other pastel societies and non-profit organization is shared. A monthly theme is selected and announced soliciting posts from group members.

IAPS SHOWCASE PAGE

PSNJ website link, contact information and sample images are maintained and kept current.