

Board Position Descriptions

PSNJ Board Positions

Revised 2/2024

Appendix A Bylaws, Section E.

Section E Duties of Officers 2023-24 Season Board Members have provided more complete descriptions of their duties following the official list.

President -

- Shall be the Chief Executive Officer of the Pastel Society of New Jersey and the Chairperson of the Executive Board
- 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.
- Shall be an ex-officio member of all committees

First Vice President - Membership Chair

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

Second Vice President - Exhibitions Chair

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

Recording Secretary

- Shall keep a record of the proceedings of all meetings of the Pastel Society of New Jersey and the Executive Board
- Shall maintain custody of the Bylaws and be responsible for periodic reviews
- Shall be responsible for nominations for the election of the PSNJ Board members and chair the Nominating Committee
- 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

Corresponding Secretary -

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

Treasurer -

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

Program Director -

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

Newsletter Editor -

- 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

Publicity Coordinator -

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

Co-chair of Exhibitions -

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

Webmaster -

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

Assistant Webmaster -

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