

Duties of Tomball Art League Officers

PRESIDENT The President shall call the meeting to order with prayer; shall preserve order; shall put to vote all motions that have been officially presented and announce the results of the vote; shall plan for the best interests of the League and call special meetings when necessary. A special meeting may be called, upon application of three or more members, notice having been given to members in advance.

VICE PRESIDENT Shall conduct meetings in the absence of the President; shall be the program chairperson having responsibility for all plans for demonstrations and workshops and shall meet with the Board to outline the schedule; shall contact each demonstrator to make necessary arrangements for meeting; shall contact Treasurer about any expenses to be involved; shall arrange a place for meetings. Two weeks before each meeting shall provide Publicity Chair with demonstration information and related events.

SECRETARY Shall keep a record of proceedings of all meetings of the League and read minutes at each meeting. Shall maintain a correspondence file and inform members of same.

TREASURER: Shall receive, collect and pay all League money, subject to the vote of the League and give an itemized report at each meeting; shall pay dues to Lone Star Art Guild.

MEMBERSHIP & COMMUNICATION Shall be in charge of phone committee; shall conduct a membership drive and keep attendance records; shall maintain a membership roster and present to president and Yearbook/Directory editor; shall present to the President an updated membership roster in the spring, and shall coordinate the distribution of the League Yearbook/Directory.

SHOW CHAIR Shall have charge of registration of exhibit entry fees and of enforcing the exhibit rules as they appear in the Lone Star Art Guild Yearbook; shall be in charge of obtaining locations for exhibits and events, and shall send a list of ribbon winners to Lone Star Art Guild.

BANK EXHIBITS Shall be in charge of coordinating the exhibit between the participating banks, the library and the artists.

AUDITOR (Appointed by the Executive Board) Shall examine the books of the Treasurer not later than two weeks after the annual installation meeting; shall present a written report at the fall meeting.

LIBRARIAN / DVD Shall be in charge of DVDs CD Disk Library. Maintaining "the library".

HISTORIAN Shall keep a book containing pictures and articles of noteworthy events pertaining to the League; shall take photos at meetings of demonstrations as well as ribbon winners at juried shows.

YEARBOOK/ DIRECTORY Shall compile material for the yearbook/directory. Shall go over the manuscript with the President before final publication; shall secure bids on the cost of printing the yearbook and supervise the publication and distribution. Solicit advertisements for the yearbook.

YEARBOOK / DIRECTORY

The Editor shall compile material for the yearbook, shall review material and manuscript with President prior to publication, shall secure bids for printing, and supervise production and distribution of the annual membership directory.

PUBLICITY League's events, meetings and exhibits to the newspapers; shall work closely with the First VP, Membership, and Exhibit Chairs regarding information on guest artists and show judges.

HOSPITALITY Shall see to the refreshments for each meeting and solicit assistance from all members of the League in providing these refreshments.

DUES per year (June - May):

\$25 Individual \$35 Couple \$4 Student through 12th grade.

If join after Jan 1 (Mid-Year) Dues reduced : **\$10 Individual, \$15 Couples.**

(through end of May)