



# MNWS Fall Exhibition

- Board title:** Fall Exhibition Chairperson
- Terms:** Volunteer Minimum of 2 Years; Longer commitment encouraged.
- Requirements:** Complete Fall Exhibition responsibilities.  
Attend Board meetings.  
Attend “In Person” events.  
Interface with all board members.  
Familiarize self with by-laws on [www.minnesotawatercolors.com](http://www.minnesotawatercolors.com).  
Coordinate and manage transition of role and responsibilities.
- Mission Statement** “To further the development of the watercolor artist by providing a supportive environment with education, exhibition opportunities, promotion of public appreciation and greater visibility of the art”.
- About the role:** The Fall Exhibition Chairperson manages the non-juried, open exhibition. Entrants submit one piece within the dates of entry, and the first 65 entries are accepted. The budget includes the base amount (determined by the board), the amount received for registration, and cost of the awards. August-September is the major time commitment. The awards ceremony takes the place of the members October meeting on the first Thursday of October. The chairperson will present the progress to the board at several intervals for support and approval.
- Responsibilities:**
- Find a venue and present to the board for support and approval. This should be completed 10 months to a year before the show.
  - Find a juror to select the winner and present awards. The judge may be coordinated with Workshop Chairperson, though not mandatory.
  - Collaborate with board to set schedules and dates for event.
  - Write and disseminate event information to membership via Marketing and Communications Chairperson. (Mail Chimp), Newsletter Chairperson (Brushstrokes), and Webmaster.
  - Manage “On Line” registrations which includes digital file of all entries for the juror for review.
  - Find contributors to supplement award monies or gifts-in kind, if desired.
  - Schedule Juror a final look at entries once show installed.
  - Create Power Point file once winners are selected and project at the awards ceremony.
  - Assemble volunteers for art drop off and pick up, installation, and hospitality at reception.
  - Introduce the juror and assist with awards at the reception awards ceremony.
  - Contribute to Board discussions.
  - Apply your creativity and ideas for improvement.
  - Review/update guide for Fall Exhibition Chairperson transition.



**Experience  
Recommended**

- Communication skills
- Interpersonal skills
- Organizational skills
- Computer skills: Google Drive, Power Point, Word, Excel or willingness to learn