



# Program Chairperson

- Board Role:** Program Chairperson
- Terms:** Volunteer Minimum of 2 Years; longer commitment encouraged
- Requirements:** Complete Program Chairperson Responsibilities  
Familiarize self with the by-laws on [www.minnesotawatercolors.com](http://www.minnesotawatercolors.com)  
Attend Board Meetings (usually via Zoom)  
Attend "In Person" Events  
Collaborate with MNWS Board  
Coordinate and manage transition of role and responsibilities
- MNWS 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 Program Chair finds and arranges demo artists and venues for 7 of the MNWS monthly meetings September thru May. Demo artists are identified for the upcoming program year by April or earlier, and brought to the Board for review. Travel and hospitality arrangements, and expense coverage are managed by Program Chair. (Two of the meetings are the spring and fall show receptions coordinated with the show chairpersons.) Member meetings are a mix of in-person/zoom and remote via zoom. Program chair works with the technology person and venue contact and demo artist(s) to ensure all is arranged and managed for a successful program.
- Responsibilities:**
- Reach out to possible artists, arrange for them to demo at a monthly meeting, obtain bio from them for publicity, make travel and hospitality arrangements as needed, and work with Treasurer for expense coverage.
  - Demo artist and workshop artist could be same; coordinate with Workshop Chairperson
  - Bring schedule of demo artists to Board for review
  - Arrange with publicity and communication and newsletter chairs for notice of demo artist and bio
  - Coordinate with technology person for recording of artist demo and ensure demo recording is posted to YouTube with approval of artist
  - Work with venue contact to ensure setup as needed if in-person meeting
  - Introduce demo artist prior to demo
  - Work with other Board Chairs if they have a program item
  - Maintain list of artists used, dates, and possible future demo artists
  - Update Program Chairperson document(s) as needed for reference and post to Google Drive
  - Apply creativity and ideas for improvement
  - Contribute to discussion and decisions on Board topics
- Experience Recommended**
- Organization skills
  - Communication skills (oral and written)
  - Interpersonal skills



- Computer skills: general navigation, document creation/editing, Google Drive