



MNWS Signature Membership Chairperson

- Board Title:** Signature Membership Chairperson
- Terms:** Volunteer Minimum of 2 Years; longer commitment encouraged
- Requirements:** Complete Signature Membership Chairperson Responsibilities
Familiarize self with the by-laws on www.minnesotawatercolors.com
Attend Board Meetings
Attend “In Person” Events
Collaborate with MNWS Board
Coordinate and manage transition of role and responsibilities
Note: This position can be done remotely
- 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:** Manage points accrued by members to obtain signature membership status, and communicate award status achievement to members. Facilitate the production and presentation of signature status awards at membership meeting.
- Responsibilities:**
- Track points accrued by year per criteria for event/volunteer activity for active members on spreadsheet document posted on the Google Drive
 - Notify President, Newsletter Chairperson, and Webmaster of members when they achieve Signature Membership status
 - Notify member of Signature Membership status and what it means
 - Coordinate publicity and presentation of awards usually at a membership meeting
 - Prepare framed certificates awards to be presented
 - Monitor active status annually of Signature members on membership status document as Signature Membership is forfeited if membership lapses. Alert member about to be forfeited.
 - Update Signature Membership Chairperson role document(s) as needed for reference and post to Google Drive
 - Apply your creativity and ideas for improvement
 - Contribute to discussion and decisions on Board topics
- Experience Recommended**
- Management skills
 - Interpersonal skills
 - Communication skills (oral and written)
 - Organization skills
 - Computer skills: general navigation, document creation/editing, Google Drive