



# MNWS Workshop

- Board title:** Workshop Chairperson-Free Attendance to Workshop
- Terms:** Volunteer Minimum of 2 Years. Longer commitment desirable.
- Requirements:** Complete Workshop responsibilities.  
Attend and contribute to board meetings.  
Attend "In Person" events and workshops.  
Interface with board members: Webmaster, Marketing Communications, Newsletter, Membership, & Treasurer  
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:** Workshop Chairperson schedules and manages two workshops annually. Advance planning 2-3 years out preferable. The budget includes the base amount (determined by the board), and the amount received for registration. The objective is to break even. Workshops are typically 2,3, 4 days, spring and fall. Choose an artist. Consider various artistic styles, and subjects for a skill level to appeal to members and fill the workshop. Try for (1) nationally known artist and (1) local or regional artist. The artist and location venue are secured by contract. The chairperson will present the progress to the board at several intervals for support and approval.
- Responsibilities:**
- Choose an artist.
  - Contact artist: determine their fee schedule and availability. (Fees and covered expenses usually require negotiation)
  - Request workshop artist to judge the spring/fall exhibition, coordinate dates with Exhibition Chairman, if possible,-not mandatory.
  - Collaborate with board to set schedules and dates for event.
  - Find a venue & arrange contract.
  - Calculate estimated expenses & estimate cost per student.
  - Prepare contract
  - Arrange hotel. Cost prepaid by MNWS treasurer.
  - Keep in contact with artist with detail and updates on enrollment.
  - Know the cancellation procedure. 35 days prior, notify in writing, artist, venue and attendees.
  - Write and disseminate workshop information to membership via Marketing and Communications Chairperson. (Mail Chimp & Facebook), Newsletter Chairperson (Brushstrokes), and Webmaster (MNWS Web Page).
  - Manage "On Line" registrations and payments
  - Promote Workshop: i.e. monthly meetings, other watercolor societies.
  - Apply your creativity and ideas for improvement.
  - Review/update guide for Workshop chairperson transition.



**Experience  
Recommended**

- Management skills
- Interpersonal skills
- Communication skills (oral and written)
- Organization skills
- Computer skills: general navigation, document creation/editing, Google Drive