Saint Louis Watercolor Society Board Positions

Every year half of the Saint Louis Watercolor Society Board positions are up for renewal of the same Board member or they become vacant because the Board member has stepped down or moved to a different Board position. Please note that all our Board positions are well documented to make transitions easy.

Here are job descriptions for the Board positions as of July 24, 2024:

President:
Responsible for running Board meetings and membership meetings.
Responsible for smooth running of annual calendar of job duties for Board members.
Responsible for finding a volunteer to design the STLWS logo merchandise and overseeing sale of the merchandise.
Responsible for finding a volunteer to create any new logos or signage as may be needed.
Member of the Executive Committee.

Vice President:
Responsible for filling in for the President when the President is not able to perform the duties of the position.
Responsible for filling another committee chair.

Treasurer:
Responsible for contracts, rentals, payments and money transactions, annual budgets, insurance, taxes, and annual filing with Missouri Secretary of State's office.
Responsible for Monthly Budget report.
Responsible to pick up mail from the STLWS Post Office Box weekly.
Responsible for working with our bookkeeper.
Member of the Executive Committee.

Secretary:
Responsible for taking the Minutes at Board meetings.
Responsible for sending out emails to the membership on important issues via Mail Chimp and keeping the mailing list updated.
Responsible for administering the STLWS website, updating it as needed, and posting all blog news.
Responsible for producing the STLWS newsletter quarterly.
Responsible for creating all forms needed to carry out the STLWS business and advertising.
Responsible for producing title cards for exhibitions, award certificates and new Signature member certificates.
Member of the Executive Committee.

Exhibits Committee Co-Chairs:
Responsible for overseeing STLWS exhibits, i.e., recruiting volunteers to oversee various venues and assisting as needed.
Responsible for scouting galleries for STLWS exhibitions.
Responsible for contracting all STLWS exhibitions with galleries.
Responsible for securing juror for Annual Juried Exhibition and Annual Membership Awards Exhibition – Big Splash.

Publicity Committee:
To promote, inform, and advance the watercolor society within the community.
Responsible for posting press releases with the various advertising media on upcoming exhibitions.
Responsible for soliciting corporate prize donations for the STLWS Annual Membership Awards Exhibition - Big Splash, packaging them for distribution at the awards ceremony, and sending the sponsors thank you letters with an exhibition catalog.
Responsible for managing all STLWS social media platforms (Facebook and Instagram).

Workshops Committee Co-Chairs:
To plan educational opportunities for the society.
Responsible for selection of future workshop artists 3 years in advance and getting them under contract.
Responsible for contracts with venues where workshops are to be held.
Responsible during workshops to set up the room for the workshop and act as facilitator for both artist and workshop attendees and recruit additional volunteers as necessary.
Responsible for workshop promotion and registration.

Programs Committee:
To coordinate activities to achieve the purpose and goals of the Society.
Responsible for recruiting guest presenters for membership meetings and facilitating their needs for their presentations.
Responsible for contracting with venues for STLWS Retreats, setting fees for the retreats, helping with creation of the registration forms for the events, and recruiting volunteers to help with the events.
Responsible for overseeing and recruiting a volunteer to run the Self-Help Painters sessions, which includes contracting the venue for the event, setting the fee to participate.
Oversee the STLWS video library which includes purchasing new DVDs to add to the library and recruiting a volunteer to handle rental of the DVDs.
Member of the Executive Committee.

Membership Committee:
Responsible for maintaining the STLWS membership roster, creating membership dues records, creating membership cards, and sending out welcome letters to members. Responsible for keeping the membership directory updated.
Responsible for answering any questions regarding membership.
Responsible for supervising the volunteer maintains up-to-date name tags for the membership.

Hospitality Committee:
Responsible for recruiting volunteers as greeters and to bring snacks to members meetings.
Responsible for coordinating food at STLWS exhibit openings if necessary.
Responsible for managing the STLWS plein air events and creating the invitation to the upcoming events.