

PROGRAMS COORDINATOR / MEMBER-AT-LARGE – Board Member

Overview: The Programs Coordinator is responsible for selecting the yearly programs held at the General Meeting each month. Programs include artist demos, League Artists Challenge, and other activities that are recommended by the Board.

The Programs Coordinator is a designated Member-at-Large and as such, serves on the Board with full voting rights, attends the Board Meetings, which usually occur on the second Wednesday of the month, and is included in reaching a quorum for the Board.

General Duties:

The Programs Coordinator is responsible for either completing the following tasks and/or overseeing the individual Committee Members who would be doing those tasks.

A calendar showing the monthly programs and artist demonstration information is prepared for the Board as soon as the programs are in place and is updated as programs are added or changed.

At the beginning of the year:

- On the second Wednesday of the month, attends Board Meeting and Artist Reception
- Discusses and determines the year's program budget with the Board
- With input from the Board, determines which months are to be set aside for the Artist Challenges, League picnic, or any other such activities
- With the input from the Program Committee, prepares the Calendar of programs for the Board
 - Include the name of artist, telephone number, website and e-mail address
 - Include other activities for the months with no artist demo, i.e., Soup & Paint, Challenge, Picnic, or any other activity decided upon by the Board
- Gives a copy of the Calendar to the Publicity Chair, and advises of any program changes as soon as possible.

Coordinator/Committee Specific Duties:

Monthly:

- Select and contact the artist for each of the remaining months of programs
- On the second Wednesday of the month, attend Board Meeting and Artist Reception
- At the League's General Meeting, give a brief report regarding the following month's program
- **Contact the committee member responsible for that month's General Meeting to make sure everything is in place**
 - Contact and reconfirm with the artist demonstrator the time, date and place of meeting
 - Discuss table placement set-up
 - Requirements for extension cords, table coverings, etc.
 - Confirm the timeline of the meeting, i.e., business portion, refreshment break, and demonstration of about one hour in length
 - Confirm monthly with **Bay Club (437-2208)**, January through June, the required the set-up arrangements for the meeting
 - Confirm monthly with **Beach Club (437-9201)**, July through December, the required set-up arrangements for the meeting
 - Clubs need to know how many chairs and tables to provide
 - Standard meeting is 40 chairs, 2 tables at front of the room for demo, 1 table by the door for sign-up, and TV/Audio requirements
 - Chair set-up can be theater (usual), classroom with tables, U-shaped, etc.
- On the Second Wednesday of the month, attend Board Meeting and Artist Reception
- On the Third Wednesday, attend the General Meeting
 - Meet guest artist demonstrator about 30 minutes prior to meeting to help set-up
 - Give a brief report regarding the following month's program (during the business portion of the meeting)

- Present a brief introduction of the guest artist at the beginning of demonstration
- Help guest artist take down at the end of the demonstration
- At close of meeting, present the guest artist with the League's "thank you" and the \$100 stipend

- Should the designated Committee Member be unable to attend to the duties for a particular program:
 - Contact another Committee Member to switch that particular program
 - Notify the Program Coordinator of the changed order of programs

- Assist the Program Coordinator in any other tasks which may be required for a particular program.