

## DUTIES OF THE ASSOCIATION OF THE ARTS CHAIRPERSON

According to the By-Laws: There shall be the following standing committees: Nominating, Education, Publicity, Membership, Social, Ways & Means and others as deemed necessary in fulfilling the purpose of the organization. Standing committees shall serve for one year.

Each committee might be asked to present a workshop at annual state convention and other times as planned in the program by the Workshop Coordinator.

As a member of the Kansas State Council Board of Directors you have voting power. As a board member you are required to maintain a file of your activities together with the materials received from your predecessor to pass on to your successor at the close of the annual convention.

### OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings and the annual state convention.
- b) Maintain a file on your work including copies of letters. Include any helpful materials and suggestions, or ideas, for your successor. *Do not use legal size paper.*
- c) Prepare articles for the *News & Views* when requested and other times when appropriate.
- d) Present a bill (*in triplicate*) for expenses to date at each council meeting, with a final bill being presented before the close of the fiscal year.
- e) Present workshops for state convention, upon request.
- f) Provide material for the Kansas State Convention and Chapter Handbook upon request. This material is to be given to the appropriate chairperson by the date requested.
- g) Prepare files and forward to the incoming Chairperson as soon as possible after state convention.
- h) Correspond with your committee for their ideas that will assist in preparing your workshop or in carrying out the duties of your committee at state council functions.
- i) Prepare a list of helpful hints for the next Chairperson.
- j) The President will meet with you to learn of your plans for the year at the first state council meeting. Be prepared to make a presentation at this time regarding your goals for the year.
- k) Encourage and promote participation in the Association of the Arts display.
- l) Determine how the ARTS will be promoted and displayed.
- m) You shall be responsible for the ARTS display at state convention. Coordinate your activities with the convention committee, identifying room requirements, security, etc.
- n) Encourage all membership to display their arts/crafts each year at International Convention.
- o) Prepare and provide a list of Association of the Arts displays to the *News & Views* Editor, Recording Secretary, and President immediately following convention.

(REVISED JANUARY 2013)

## **DUTIES OF THE ASSOCIATION OF THE ARTS COMMITTEE MEMBER**

According to the By-Laws there shall be the following standing committees: Nominating, Education, Publicity, Membership, Social, Ways & Means and others as deemed necessary in fulfilling the purpose of the organization.

A standing committee shall consist of a chairperson and no less than one other member. Standing committees shall serve for one year unless otherwise stated.

Each committee might be asked to present a workshop at annual state convention and/or other times as planned in the program by the Workshop Coordinator.

As a member of the Kansas State Council Board of Directors you have voting power. All committees and their chairpersons have duties, which are assigned by the President. These are not spelled out in the By-Laws; therefore, may be altered to suit the needs of the current year.

### **OTHER DUTIES ASSIGNED**

- a) Attend all four state council meetings and the annual state convention.
- b) You shall serve your committee and promote its specific projects. The chairperson will meet with you throughout the year. You will assist with the plans, directions, and duties of the committee assigned. This can include making material for the *Kansas Chapter Handbook*. In the absence of the chairperson you may be asked to fulfill the duties of this office.

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