



Awards Chair

The Awards Chair is responsible for soliciting donations for the annual State Day Conference awards; maintaining historical files of awards, donors, and recipients; soliciting and presenting to the Board nominations for AWA service awards. In addition, the chair is responsible for preparing award presentation materials; presenting awards at the annual State Day Conference; and doing post State Day awards follow-up. Specifically the Awards Chair shall:

- Prepare written reports for board meetings as necessary.
- Solicit donors annually for State Day Conference awards with follow up as necessary.
- Accept and record new awards and communicate with prospective donors about the options for setting up an award.
- Receive State Day Award donations and send acknowledgement letters to donors.
- Write articles for Contour Notes soliciting AWA Service award nominations and present nominations to the Board for voting at the Spring meeting. Notify recipients of the Service awards inviting them to the awards ceremony.
- Handle all special processing needs for awards, i.e., engraving of the Curry Medal, ordering Service award plaques.
- Create and maintain a file of donors, awards, and recipients as well as historical data on past year donors, awards, and recipients.
- Prepare award materials for State Day including lists for WRAP director, AWA editor and State Day Judge.
- Provide to Editor and Web Mistress descriptions of all awards.
- Preside over State Day awards ceremony including presentation of the bulk of awards to recipients.
- Complete all post State Day duties including assistance to the Editor and Web Mistress as necessary.
- Attend State Day Conference.
- Forward all permanent files to successor.



Bridging Generations Coordinator

The Coordinator of Bridging Generations (BG) oversees youth programs aimed at elementary age budding artists. Specific duties include:

- Introduce youth to the wonders and joy of creating art.
- Solicit sites and program leaders for the mentoring of youth artists around the state.
- Develop program and exhibit for each BG event.
- Promote AWA with the purpose of ensuring the continuation of WRAP exhibits.
- Complete assignments as directed by the Youth Programs Coordinator and/or Board of Directors.
- Provide reports of BG activities as requested.
- Attend State Day Conference.
- Provide records to successor.



Editor/Webmistress

The Editor/Webmistress shall be responsible for AWA publications and website. Specific duties include:

- Gather and layout all articles and photos of AWA publications.
- Solicit suggestions from Board members regarding article topics.
- Establish deadline dates for article submission.
- Manage photography for annual State Day catalogue.
- Submit Cover theme artwork to Board for selection.
- Coordinate the publication and distribution of State Day color catalogue.
- Manage advertisements in all AWA publications and on website.
- Stay abreast of USPS bulk mailing permits and regulations.
- Ensure accuracy of mailing lists in coordination with Membership Chair for publications.
- Provide information and publication copies as requested by Grant Writer.
- Keep publications current.
- Arrange for printing of materials as needed.
- Maintain links to UW-Madison's website for current WRAP exhibits and regional WRAP workshop listings.
- Produce and distribute Timely Treasures Pocket Calendar in coordination with Tiny Treasures Chair.
- Work with Vice President in creating and distributing AWA ballots.
- Keep website up to date including solicitation of information.
- Renew web hosting and domain registrations in a timely fashion.
- Explore new uses of IT to improve AWA outreach and efficiency.



Evening with Arts Chair

The Evening with the Arts Chair facilitates the annual artist reception at State Day. Specific duties include:

- Preparing written report/s for board meetings
- Planning exhibit space and reserving accommodations at State Day venues.
- Arranging printing of relevant literature if requested.
- Serving as contact with venue staff.
- Attending events to promote Evening with the Arts as requested by the Board.
- Soliciting and assigning volunteers to handle various tasks for Evening with the Arts.
- Providing promotional material to the Editor as necessary.
- Ordering catering for EWA keeping in mind the goal of having event costs covered by user fees.
- Attending State Day Conference.
- Forwarding all files to successor.



Grant Writer

The Grant Writer applies for funding for AWA programs and special projects. Specific duties include:

- Apply for an annual grant from the Wisconsin Arts Board (WAB).
- Research other appropriate grants and apply for them as appropriate. Grant requests must be for actual identified needs that AWA is prepared to carry out immediately.
- Gather data (i.e., finances, membership, WRAP show participation) from fellow board members to support grant applications and document results.
- Assist the Board in planning sessions and help prepare documents which guide AWA directions and show prospective grantors expected results.
- Keep a record of all proposals and supporting materials submitted with grant requests. Prepare interim reports and final reports to granting agencies as required. Attend granting agency review sessions if appropriate to support requests and identify how future proposals can be strengthened.
- For the WAB and other grants, write letters of thanks to government officials and other grantors as appropriate.
- Advise the board on whether AWA activities meet the parameters of a received grant and monitor use of any grantor's required logos on AWA publications.
- Attend State Day Conference.
- Transmit records to successor.



Membership

The Membership Chair shall be responsible for the maintenance of the membership roster. In addition the Membership Chair shall perform the following duties:

- Maintain database of all membership contact information.
- Set up membership enrollment & renewal display at State Conference.
- Collect dues and forward to Treasurer.
- Print membership receipts as necessary.
- Provide member contact information to Editor and other persons as directed by the Board of Directors.
- Track membership data and report to Board and/or membership as requested.
- Work closely with Editor on communications.
- Transmit all files to successor.
- Attend State Day Conference.



Past President

The Past President shall assist the President in any capacity where the President may need assistance. The Past President's duties may include:

- Preside at meetings if the President and Vice President are absent. In doing so the Past President shall keep the meeting moving in an orderly fashion.
- Advise in the appointment and/or replacement of all committee heads.
- Propose actions or projects for the Board's consideration.
- Head up new projects as requested by the President and/or Board.
- Prepare a written report for board meetings as necessary.
- Keep the President and Vice President advised of proposals to be advanced to the Board.
- Be willing to assist the President as necessary and/or requested.
- Forward all permanent files to successor.
- Attend annual State Conference



President

The president shall supervise directly and indirectly all of the activities of AWA. In addition, the President shall perform the following duties:

- Serve as Chairman of the Board.
- Preside at meetings with efficiency so as to keep the meeting moving in an orderly fashion.
- Appoint all committee heads with approval of the Board.
- Prepare a written report for board meetings as necessary.
- Confirm date, location, and time of AWA Board, Executive, and DCS meetings.
- Prepare an agenda for meetings with topics defined and timeline assigned.
- Keep all Board members informed of issues coming to the attention of the association.
- Prepare quarterly reports of association's activities.
- Appoint new members to the Board of Directors when vacancies occur subject to the approval of the Board.
- Forward all permanent files to successor.
- Keep AWA Operations Plan current.
- Attend annual State Conference



AWA Publicity

The Publicity Chair is a year-by-year appointment with Chair charged with promoting AWA and WRAP as widely as possible. Specific duties include:

- Promote membership of AWA & WRAP on social media including Facebook, at Regional WRAPs, art classes, and other platforms as directed.
- Assist WRAP coordinators in taking photographs and/or writing descriptions of WRAP workshops.
- Follow up each WRAP workshop with a “thank you” to the coordinator/s.
- Assist AWA-WRAP Liaison with art transportation, set up, photography of the colored catalog, and other related tasks as needed.
- Write profiles of WRAP artists and other notables as directed by AWA President, or President’s designee.
- Attend State Day Conference.
- Provide records to successor.
- Additional duties as assigned.



Registrar

Registrar is responsible for the planning and registration of artists and guests for the annual AWA State Day. Specific duties include:

- Designing the registration form in conjunction with the WRAP Director.
- Processing incoming registrations.
- Coordinating with the AWA Treasurer in the handing of State Day payments.
- Maintaining an accurate record of all registrants, guests, speakers, and awardees and their needs and preferences.
- Working with EWA Chair, WRAP Director, and venue representative in planning for a successful State Day, including AV, menus, rooms, and all other facility requirements.
- Consulting with other Board Chairs specifically including Awards, Tiny Treasures, Editor, Membership in planning State Day.



Secretary

The Secretary shall record minutes of all meetings of the Board of Directors. In addition the Secretary shall perform the following duties:

- Keep records of all proceedings.
- Record members attendance at Board meetings.
- Make available copy of minutes for review as needed.
- Send or email a copy of minutes to all board members and the AWA editor.
- Send out correspondence to the membership, donors, agencies and other entities as requested by the Board of Directors.
- Create and maintain a donor database.
- Attend State Conference.
- Forward all permanent files to successor.



Tiny Treasures Chair

Tiny Treasures Chair coordinates the annual Timely Treasures competition. Specific duties include:

- Maintain accurate contact information of all Tiny Treasure entrants.
- Assist the Editor with brochure publications.
- Contact past Tiny Treasure entrants, WRAP Coordinators, state art groups, HS art teachers, and others to encourage participation.
- Acknowledge receipt of Tiny Treasures and disseminate necessary information to entrants.
- Record checks and send to Treasurer.
- Post Tiny Treasures online.
- Mat artwork, print title cards and hang on exhibit boards.
- Facilitate the sale of TT online prior to State Day..
- Coordinate the judging of the competition.
- Supervise the hanging & taking down of the exhibit.
- Assist EWA Chair in coordination of EWA reception and TT awards ceremony.
- Work with Editor for printing of cards for 15 competition winners.
- Assist Editor as necessary to produce cards for winners and TT calendar for distribution.
- Coordinate the sale & return of unsold Tiny Treasures.



Treasurer

The Treasurer shall be responsible for all financial matters of the Association and shall furnish the board of directors with a financial statement at regular meetings. In addition it is the Treasurer's obligation to perform the following duties:

- Prepare annual budget to present to the Board for approval.
- Prepare annual report for publication in Contour Notes
- Make arrangements to have financial records audited within ninety (90) days after the close of the fiscal year.
- Manage checking and cash investment accounts.
- Deposit all checks and pay all expense vouchers received in a timely manner and keep detailed records of each transaction.
- Track donations to and investment of all Funds.
- File all necessary Federal and State tax and legal forms when due.
- Prepare reports of specific funds and endowments on a regular basis.
- Forward all files to successor within forty five (45) days.
- Oversee awards disbursements.
- Attend State Conference.



Vice President

The Vice President shall serve as an assistant to the President as the President directs, act in place of the President in the absence of the President, and otherwise fulfill the general duties outlined below:

- Assist the President in any capacity as directed by the President.
- Prepare a written report for each Board meeting when appropriate.
- Help the President with management and coordination of committee activities.
- Keep the Director's Manual current and insure access to it by all members.
- Act as a signature backup for the Treasurer as needed.
- Supervise Board Nominations including the solicitation of nominees, preparation of and dissemination of ballots, recording of votes, and publication of results.
- Coordinate special projects as assigned by President and/or Board.



AWA/WRAP Liaison

The AWA/WRAP Liaison promotes WRAP workshops in coordination with UW Division of Continuing Studies. Specific duties include:

- Keep current the WRAP coordinators packet.
- Maintain accurate information on AWA website.
- Make literature available at all workshops.
- Assign someone to promote membership renewal & sign up and stress the importance of the WRAP Endowment Fund each WRAP workshop.
- Serve as liaison between AWA and WRAP director.
- Consider incentives for volunteer coordinators.
- Assist coordinators with all aspects of their workshop including getting volunteers to hang artwork and securing a show judge.
- Listen to needs of regional coordinators and convey their concerns and suggestions to the Board.
- Attend events to promote WRAP workshops.
- Consult with WRAP coordinators regarding publicity before and after their exhibit.
- Work with the WRAP coordinators to increase exhibitors, i.e., by inviting other arts groups within their region.
- Work with the Editor to publicize WRAP workshops in AWA promotional material.
- Coordinate transportation of State Day artwork to and from State Day Conference sites.
- Attend State Day Conference.
- Provide all records to successor.



Youth Programs Coordinator

The Youth Programs Coordinator oversees the annual State Teen Art Mentor Program (STAMP) including High School (HS) Exhibits and also Bridging Generations (BG). Specific duties include:

- Assist the Editor with website and promotional materials of Youth Programs.
- Solicit names of possible Bridging Generation (BG) coordinators.
- Supervise the BG coordinator/s to make sure all functions are covered.
- Serve as a liaison between the BG coordinator/s, parents, mentors, award donors, and AWA.
- Supervise the coordinators of STAMP and HS exhibits.
- Work closely with AWA/WRAP Liaison to coordinate STAMP and HS Exhibit artwork drop-off dates and hanging of State Day teen exhibit.
- Collaborate with the Evening of the Arts Chair to coordinate the STAMP and AWA reception.
- Provide information to Awards Chair and Treasurer for State Day awards.
- Keep all BG, STAMP and HS Exhibit files up to date.
- Provide information to Grant Writer as requested.
- Authorize payment of HS coordinators incentives.
- Emcee awards for STAMP and HS exhibits.
- Review budget annually.
- Attend State Conference Day.
- Forward all permanent files to successor.



STAMP- North Coordinator

The State Teen Art Mentor Program (STAMP) – North Coordinator oversees the STAMP and HSE programs in the northern part of Wisconsin. Specific duties include:

- Provide the Editor with website and promotional materials of STAMP and HSE programs.
- Serve as a liaison between individual program coordinator/s, parents, mentors, award donors, and WRAA.
- Coordinate drop-off dates and hanging of exhibits both at local level and for State Day.
- Keep all STAMP and HSE files up to date.
- Compile information about programs in a written report on a timeline as directed by Youth Programs Coordinator and/or Board of Directors.
- Provide information to Grant Writer as requested.
- Work closely with and complete additional duties as assigned by Youth Programs Coordinator.