

## Description of CPPG Officers

### Colored Pencil Painters Guild Officers Description

What a fun and well-run group we have, the following is information for you. Consider running for an office or helping with a committee. Colored Pencil Painters Guild - CPPG officers play a significant role in providing leadership to members through motivation and coaching.

Additionally, each social officer is part of a team of officers who manage the Guild and guide members to meet Guild goals.

Each elected officer must be a full-time resident of The Villages and shall serve a term of two years.

As a Guild Officer, you're responsible for specific duties that relate to your position. Guild officers work together as a team to encourage camaraderie, establish, and enforce rules and regulations and resolve conflicts that arise between members. In addition, you must work together to plan Guild events and delegate responsibilities to volunteers.

#### President

The CPPG President is responsible for the overall operation of CPPG. Directs all Guild meetings, delegates duties to all other officers, and oversees the election for Vice President, secretary and treasurer. The President may report to a hierarchy such as The Villages Recreation executive board, and keep up-to-date files.

- Presides over all monthly and special meetings of CPPG
- Appoints standing committee chairs as: Judged Shows, Publicity, Historian, Sunshine, Program, Hospitality, Membership, Show Committees, Scholarships, SEYA, and other ad hoc committees as needed; and participates as a voting member on any committee.
- Planning Meeting; write agenda, email agenda to planning group, run meeting.
- Monthly Meeting; write agenda, email agenda to those on agenda, run meeting.
- Review and approve treasurer's report and bank statements.
- Appoint 2 members not running for treasurer to conduct audit in August of an election year.
- Appoint Nominating Committee of four persons in April prior to the election.
- Install newly elected incoming officers at September meeting.
- Communicate with district gov representative for the following month of meeting
- cancelations or changes to bookings.
- Newsletter: assign articles, write welcome letter and other articles as needed,
- Update calendar, review and approve newsletter
- Web: Communicate with Technical Support chairperson
- Permits: Review & Renew yearly permits- Workshop locations and Show locations.

- Approve and co-sign checks written by the treasurer.
- Answer phone calls by inquiring new people from The Villages Recreation Paper.
- Answering questions about the Colored Pencil Painters Workshops and “classes” listed in the weekly paper.

### **Vice-President**

Beneath the President is the Vice-President, who acts on behalf of the Presidential officer in the same capacity if she/he cannot perform her/his duties. Provides liaison with other art organizations. Works with the President coordinating all standing committees. Send floor plan of monthly meeting to Recreation Center personnel two weeks prior to meeting. Purchase door prize. Sees that the General Meeting room is set up and ready for members and guests. Send emails and add to “Colored Pencil Painters Guild of the Villages” Facebook page to encourage and provide news to members.

### **Secretary**

Recording the minutes of all Guild meetings is one of the most important functions of the secretary. The secretary manages correspondence and maintains all proceedings at each meeting; assists the President when needed and in the absence of the President and Vice-President, can call the meeting to order. The Secretary is the custodian of all official CPPG documents.

### **Treasurer**

Maintains receipts and authorized disbursements of monies. prepares financial reports, maintains appropriate and accurate records of all financial transactions and report to the membership at each monthly meeting. Each check issued must be signed by the Treasurer and the President or Vice-President. If the Treasurer is not available, the President and Vice-President will sign each check. The outgoing treasurer will instruct the incoming treasurer regarding the procedures required for the annual IRS report which coincides with the CPPG’s fiscal year ending September 30. In August of an election year, two CPPG members, appointed by the President and who are not running for the position of Treasurer, will conduct an audit of the financial records for the ending term. Their report will be presented at the October monthly meeting and will be included in the next CPPG newsletter.

**Standing Committees - Planning Committee - Members of the Executive Board and all Chairs of Standing and Ad Hoc Committees are members.**

**Membership** - Maintains up-to-date CPPG membership roster, collects dues and submits monies collected to the Treasurer. Creates the membership directory and badges for members. Sends updated names of new members to officers.

**Membership Booklet** – Works with Membership officer to receive up-to-date CPPG membership roster, collects photos, and Guild information. Creates the membership booklet printed every other year and updated inserts annually for members. Hand out or mail booklets.

**Jubilee Show** (normally the President assumes this responsibility) - Tasks chairs and volunteers, as necessary, for the annual show; makes contractual arrangements with the Recreation Department; and coordinates all preparations necessary to produce the annual show.

**Judged Show** - Registers all entries and maintains appropriate records; appoints such volunteers as necessary to process the entries; processes the withdrawal of paintings.

**Judge Procurement** - Procures the Judge for each Judged show and ensures the process is complete.

**Hanging Committee** - Hangs all artwork at judged shows, removes artwork at the conclusion of the show period; and appoints other volunteers to assist.

**Publicity** - Informs the community of all CPPG activities through the press, radio, television, Internet, and other local Guild. Maintains a current list of media contacts for the tri-county area.

**Hospitality** - Arranges for refreshments at all CPPG monthly meetings and other CPPG gatherings as required.

**Historian** - Collects news items from all media sources, keeps a scrapbook of these clippings and pictures of all events.

**Sunshine** - Sends appropriate cards to those in CPPG who have been ill or have had a death in the family. The cost of cards and stamps will be reimbursed by the treasury.

**Program** - Arranges for guest artists to conduct demonstrations, activities or programs at CPPG's monthly meetings; and sends thank you cards to all guest artists who have demonstrated and presented at the meetings. Advises the Recreation Department when outside guests are participating and fill out form.

**Scholarship** (normally Vice-President assumes this responsibility) – Responsible and coordinate the 2 scholarship programs. Gather funds from various sources and events, with the approval of the Executive Board/Planning Committee. All transactions under this activity will be coordinated with the Treasurer. Scholarship funds:

1) Beacon College

2). The Nan Klein Tuition Reimbursement Fund (NKTF) – For the benefit of CPPG members who need financial assistance to attend colored pencil related classes, supplies, or workshops. The member would apply by filing a Tuition Assistance Application

**Communications** - Publishes a monthly newsletter, maintains a website for members, is technical support for equipment needed for presentations.

**Library** - Accepts donations and loans of colored pencil and other art books for members. Gatekeeper of the physical books, records and database. Remind members to return books in a 2-month period.

**50/50** – Sell tickets, collect money, divide all funds collected into 50% to treasurer, other 50% is then divided into 3 winners. Winners turn in their winning ticket, receive their portion of \$ and report their name and amount to the Secretary and Treasurer.

**Door Prize** – Is provided by the Vice-President with a \$200 budget for the year. Tickets are given to each member entering the room of the General Meeting (2nd Wednesday). One ticket is drawn, the winner is given the door prize. Secretary records the winner's name.

Ensure there is an attendance list for guests and members to sign in.

**Nominating Team**- Assemble a list of willing and qualified candidates for office can greatly benefit members when the time comes to select their leaders. If the committee does its job well, the membership can enjoy some basic assurance that the candidates nominated have at least expressed interest in the job, have agreed to serve, and are qualified for the offices for which they're nominated. The President will ask a member to chair the team, and then ask and secure three additional members to also be on the team. April the Team will gather names for the positions of President, Vice President,

**Secretary, and Treasurer.** These positions are held for a two-year term as stated in the by-laws. In The chair will present the slate of officers to the members at the May monthly meeting and accept nominations from the floor. At the June monthly meeting there will be a vote for the new officers who will be installed in by the exiting President at the September meeting.

**Food Bank** - Collect dry goods for Food Bank from members and deliver to the Food Bank.