CPPG Showcase Chair Job Description

(Formerly known as “Jubilee”)

As Chair of the Colored Pencil Showcase Committee, the Vice President shall coordinate all preparations necessary for a successful annual showcase, including the following:

1. Planning and Organization
    a. Establish a timeline for planning and completing showcase activities.
    b. Recruit committee chairs and volunteers as needed to carry out the various responsibilities of the showcase.
    c. Coordinate committee activities and monitor progress to ensure that preparations are completed in a timely manner.
    d. Communicate important information, deadlines, and assignments to committee members and volunteers.

1. Artist Table Signups and Assignments
    a. Arrange and oversee the signup process for artist tables.
    b. Communicate table availability, signup deadlines, participation requirements, and other necessary information to members.
    c. Maintain an organized record of table reservations and assignments.
    d. Coordinate table arrangements and assignments with the appropriate committees and Recreation Center personnel.

1. Raffle Committee
    a. Establish a Raffle Committee and appoint a committee chair or volunteers as needed.
    b. Coordinate the planning and organization of raffle activities associated with the showcase.
    c. Ensure that committee responsibilities, volunteer assignments, and necessary preparations are clearly communicated.

d. Coordinate raffle arrangements with the appropriate CPPG officers and committees.

1. Demonstration Committee
    a. Establish a Demonstration Committee and appoint a committee chair or volunteers as needed.
    b. Coordinate the planning and scheduling of artist demonstrations during the showcase.
    c. Work with the committee to identify participating artists, establish demonstration schedules, and determine space and equipment needs.
    d. Coordinate demonstration arrangements with the Recreation Center and other showcase committees.

1. Coordination with the Hospitality Committee
    a. Ensure that lunches for club members are ordered.
    b. Coordination with The Villages Recreation Centers
    c. Serve as the primary CPPG contact with The Villages Recreation Department regarding the annual showcase, as appropriate.
    d. Make arrangements with Recreation Center personnel for the rooms and facilities needed for the event.
    e. Coordinate room layouts, artist tables, demonstration areas, raffle areas, and other space requirements.
    f. Confirm setup and breakdown arrangements, access times, and applicable facility requirements.
    g. Communicate Recreation Center rules, requirements, and arrangements to committee chairs and volunteers.
    h. Ensure that room arrangements and showcase activities comply with Recreation Department guidelines.

1. Overall Showcase Coordination
    a. Coordinate the work of all showcase committee chairs and volunteers.

b. Ensure that responsibilities for setup, event operations, and breakdown are assigned.
c. Monitor preparations and address organizational issues as they arise.
d. Keep the President informed of planning progress, significant issues, and decisions requiring approval.
e. Work with the Treasurer and other appropriate officers on financial matters requiring their involvement or approval.
f. Conduct a review following the showcase and identify recommendations for future events.

1. Communication and Reporting
    a. Provide updates on showcase planning and committee activities to the President and, when appropriate, the Executive Board or Planning Committee.
    b. Communicate relevant information to members and volunteers in a timely manner.
    c. Ensure that committee chairs understand their responsibilities and work cooperatively toward the successful completion of the showcase.