



Standard Operating Procedures

Board Member Job Descriptions in Addition to Those Listed in the WHS Bylaws

President

The President shall:

- a. Function as the communications link between the Board and the Executive Director of the Springfield Art Museum in all matters relating to the relationship between the two entities.**
- b. Name an Executive Committee of at least two board members to assist in the preparations of priorities and actions of the Board and Committees.**
- c. At each session of the Meeting of the board, determine by roll call whether a quorum is present.**
- d. Keep the Board fully informed about the activities of the Society.**
- e. Supervise the duties of all offices and committee chairs to ensure that their duties are being carried out as stipulated.**

Vice President

The Vice President shall:

- a. Head the nominating committee.**
- b. Support and aid the President as needed.**
- c. Help out on any committees as needed.**

Membership Chair/Secretary

The Membership Chair/Secretary shall:

- a. Keep the Membership Directory – including names, addresses, phone numbers, e-mails and websites (if desired).**
- b. Distribute the Membership Directory to Board members and annually to all members.**
- c. Send out reminders to pay dues to members as needed.**
- d. Invite and/or respond to newly eligible artists about WHS membership.**
- e. Prepare and send out membership certificates and pins to new members.**
- f. Keep a list of new members each year to provide the newsletter editor for the Fall newsletter.**
- g. Keep track of deceased members each year, obtain an obit and other information to supply the newsletter editor for memorial articles in the newsletter and for the naming of a memorial award in WCUSA.**
- h. Provide the museum with an e-mail listing of WHS members.**
- i. Prepare an annual membership report for the June board meeting.**
- j. Handle any additional tasks that may arise that are related to membership.**
- k. Keep accurate mailing lists of email and regular/postal mail.**

Treasurer

The Treasurer shall:

- a. Beware of the possibility of scam invoices.**
- b. Keep information from members in a spreadsheet.**
- c. Collect dues payable either by check or by Paypal.**
- d. Check and respond to e-mails promptly and forward to other board members as needed.**

Newsletter Editor

The Newsletter Editor Shall:

Fall Issue

- a. Communicate that the deadline to receive content is September 30.
- b. Solicit a "President's Message" from the President of WHS at least one month before publication.
- c. Prepare a Table of Contents.
- d. Collect member news – Solo and two person shows, awards received, shows judged – and organize into the "Member News" section.
- e. Coordinate the review of Watercolor USA with Cindy Quayle of the Springfield Art Museum and Dorothy Joiner of LaGrange College in Georgia. The Springfield Art Museum sends the catalog and digital images to Dorothy Joiner, and she writes a review of the exhibition for publication in the newsletter. Coordinate a 1 to 2 page layout of the WHS award winners or other reviewed artists' images with a hired graphic designer.
- f. Develop a Memorial Section with a small paragraph about each deceased member from the past 6 months to one year. Include at least one example of their work.
- g. Interview two members of WHS. Use the standard list of questions or create one of your own based upon the member artist's work. The interview can be conducted over the phone or the member artist can respond in writing. If the interview is conducted over the phone the Newsletter Editor must take the information received and prepare a well written article for the newsletter. Collect images of each interviewed member's work for publication.
- h. If there's a Watercolor NOW exhibit coming up, write a piece about the venue hosting the exhibition.
- i. Feature images and stories from artist's studios. This section is called "From the Studio."

- a. Design and include a Membership Renewal form for the following year. The deadline for renewal is always January 31.
- b. Interact with the newsletter's hired graphic designer in a timely fashion so that he/she can design the newsletter and create the layout. When the graphic designer has finished the newsletter, it can be sent to Patrick Ripley for posting on the WHS website. Once this is done, the graphic designer will e-mail the link to the membership.

Spring Issue

- a. Solicit "President's message" from the President of WHS at least one month before publication.
- b. Prepare a Table of Contents.
- c. If there's a Watercolor NOW exhibit coming up, write a piece about the venue hosting the exhibition.
- d. Develop a Memorial Section with one small paragraph about each deceased member from the past 6 months to one year. Include at least one example of their work.
- e. Collect members' news – Solo and two person shows, awards received, shows judged – and organize in a section titled "Member News".
- f. Interview Lifetime Achievement Award winners. Use the standard list of questions or create one of your own based upon the member artist's work. Interview can be conducted over the phone or the member artist can respond in writing. Collect image of their work for publication. If the interview is conducted over the phone Newsletter Editor must take the information received and prepare a well written article for the newsletter OR Interview two members of WHS. Use the standard list of questions or create one of your own based upon the member artist's work. Interview can be conducted over the phone or the member artist can respond in writing. If interview is conducted over the phone Newsletter Editor must take the information received and prepare a well written article for the newsletter. Collect an image of their work for publication.

Other Ideas for publication –

- a. Write a piece about watercolor exhibits of note.
- b. Feature images and stories from artists' studios. This section is called "From the Studio."
- c. Interact with the newsletter's hired graphic designer in a timely fashion so that he/she can design and create the layout for the newsletter. Collect accurate postal and e-mail mailing lists from the Membership Chair. When graphic designer has finished the newsletter, it can be sent to Patrick Ripley for posting on the WHS website. Once this is done, the graphic designer will email the link to the membership.

Secretary

- a. No additional Standard Operating Procedures at this time

Historian

- a. None at this time, however note that all past history notebook binders compiled by former WHS Historian, Missie Dickens, are currently stored at the Museum.

Website Chair/Liaison

- a. When it becomes available, post a link to the current Watercolor USA Prospectus.
- b. Before the Watercolor USA Exhibition, post the dates and times of the opening and closing of the exhibition as well as Museum hours and contact information.
- c. Following the Watercolor USA Exhibition post the names of artists who received awards from the Museum and from WHS. Also post the name of the Museum Juror and the WHS jurors.

- d. **Make sure contact information for all Board members is current. Make sure the listing of members in the WHS Online Directory is current by coordinating with the Membership Chair/Secretary.**
- e. **Keep In Memoriam list current.**
- f. **Provide information to new members interested in posting images in Gallery, as well as to older members who are interested in doing so.**
- g. **Check to make sure all information is current on the PDF of the Member Dues. Renewal Form for those members still paying by check.**
- h. **Post the annual State of the Museum article when it becomes available.**
- i. **Carefully proofread all information that webmasters have posted, as well as anything they have been asked to delete.**
- j. **Once all new WHS members have come in, following the exhibition, post a Welcome New Members! column with the names of all new WHS members.**

Exhibition Chair

- a. **No additional Standard Operating Procedures at this time**

Workshop Chair

- a. **Be responsible for assisting in planning WHS workshops.**
- b. **Assist in securing a location, dates, refreshments, and other special needs for WHS workshops.**
- c. **Collaborate with WHS board members as needed.**
- d. **Be responsible for contacting potential workshop attendees.**
- e. **Be responsible for contacting and advertising to organizations/businesses in regards to marketing for workshops and the obtaining of supplies.**
- f. **Attend and participate in annual Board meetings**
- g. **Create workshop brochures, advertisements and other marketing materials as needed.**

WHS Organizational Guidelines

Article 4: Section 10

Removal of Directors

Additional Criteria by which a Board member may be asked to resign his/her position

- a. Non attendance of board meetings, whether they be virtual or in person.
- b. Consistent lack of participation in voting on WHS motions and issues that are brought up throughout the calendar year.
- c. Showing disrespect to either the Museum staff or other Board members either through words, letters, e-mails or personal actions.
- d. Lack of professional conduct at Museum or WHS functions (Events). When attending any Events such as functions of WHS, Watercolor USA or of the Springfield Art Museum, Board members are representing the WHS and should conduct themselves in a professional manner. Any content, such as photos, videos, and audio from these events are considered as eligible for public relations uses. No personal agendas, causes or issues should enter into these occasions.
- e. By attending the above Events, a Board member understands and agrees that he/she may be included in photographs, videos and/or recordings and that such recordings may be used for promotional purposes by the sponsoring entity. A Board member thus grants full permission in perpetuity to the organizers of an event to use, re-use, publish and re-publish his/her name and image as a participant in the Event in photographs, video or other recordings.

Responsibilities of Board members:

- a. Board members are expected to take an active role in WHS projects.

WHS Awards in Watercolor USA

- a. WHS jurors should remember that they are representing the Board and the entire membership of the WHS. Their actions and decisions reflect on all of us.**
- b. It is important to approach this in a professional manner and put aside personal tastes and biases. The artists that receive an award will be invited to join the WHS if they are not already a member.**
- c. The Museum's juror will have made his/her selections prior to your visit to the Museum. Those paintings should be set aside and not considered by you for WHS awards.**
- d. Every attempt should be made to avoid giving more than one award to any one artist.**
- e. Every attempt should be made to avoid giving an award to a WHS Board member, since the Board is sponsoring the awards.**
- f. If a juror is unable to serve for any reason and in extenuating circumstances, the executive committee will choose the substitute(s).**

WHS Check Writing Authorization Policy

- a. Every payment made by the WHS Treasurer must be approved by the WHS President**
- b. In addition, there are to be two signers for the WHS checking account, each of whom has the ability to write checks for approved expenses, with the Treasurer being the primary person to handle this responsibility.**
- c. The second signer is required to be a WHS Board Member.**
- d. The Treasurer does not have authorization to close any WHS account without the approval of both the second signer and the President.**

