



## PAA Board Positions Descriptions

The Officers of the PAA are the President of the Board, Vice President, Secretary and Treasurer. They shall be nominated by the Nominating Committee and elected by a simple majority of the membership at the Annual Meeting. To vote on the slate of officers, a member can be in attendance during the Annual Meeting, or submit an absentee ballot to the Secretary, which must be received prior to the start of the meeting.

### Advancement Committee - (Fundraising)

The Advancement Committee consists of a **Chair** who is a Board member and a **minimum of three (3) members**. This Committee devises ways to create supportive relationships and to raise funds for the PAA, all proceeds of which will be deposited into its Treasury. This Committee may also have consultants as needed.

### Communications Committee (Publicity)

The Communications Committee consists of a **Publicity Chair** designated by the Board and up to three (3) other members. This committee will gather and update information, and develop and assemble promotional materials for distribution in all media forms including print, website and blog, the manner of which shall be approved by the Board.

### Event Committee (Open Studios, etc)

The Event Committee consists of a **Chair** designated by the Board, the **Treasurer**, the Chairs of the **Advancement, Membership, Communications** and **Public Relations** committees, and five other members. The Committee shall oversee all aspects of the event: press, advertising, public relations, event fundraising, art presentation & curatorial, and the appointment and oversight of smaller committees of volunteers.

This committee is most crucial for our annual Open Studios event and also for all other pop-up galleries, shows, craft fairs, pot-lucks, etc.

## Eligibility to Serve as an Officer

One must be a member of the PAA to be eligible to be elected as an officer, or to serve as an officer. With the exception of the Treasurer, no officer shall be eligible to serve more than two consecutive terms. After a lapse of one (1) year a former officer shall be eligible for office again. No person shall hold more than one (1) office at the same time.

## Officer's Powers and Duties

### President

- Preside at all meetings of the Board.
- Generally supervise the affairs of the PAA and shall keep the Directors fully informed thereof.
- The President shall be an ex-officio member of all committees, except the Nominating Committee.
- Coordinate the work of the officers and committees of the PAA as needed.
- The President shall have such other powers and perform such other duties as prescribed by the Board.

### Vice President

- Performs the duties of the President if the President is absent or unable to perform the duties required.
- Shall succeed the President in case of resignation, retirement or removal from the presidency.

### Secretary

- Records the minutes of all meetings of the PAA and distribute a draft to the Board four (4) days after the meeting. Copies of minutes approved by the Board are maintained in a binder.
- Maintains a permanent file of the minutes, committee reports, membership lists, correspondence, and official records pertaining to the work of the PAA, and maintains such other records as the Board may require.
- Conducts the correspondence of the PAA as needed by and under the direction of the President.
- The Secretary performs any other duties relating to the Office.

### Treasurer

- Keeps, and maintains custody of all the funds of the PAA.
- Keeps, full and accurate accounts of expenditures and receipts of the PAA. All monies and other valuable assets of the PAA are deposited in the name of and to the credit of, the PAA in such banks or depositories as the Board of Directors may designate.
- Makes necessary disbursements on behalf of the PAA.

- Presents a financial statement at every meeting of the Board, and at such other times as the board may request.
- Submits all financial records to the professional auditor at least six (6) weeks before the audit report is due.
- Presents a complete written annual report to the membership at the Annual Meeting of the PAA.
- Files all forms as required by the Internal Revenue Service and any relevant state agencies, calling upon other Directors for assistance as necessary.
- The Treasurer shall perform all other duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the Board.