

Art Society of Monmouth County

ASMC, PO Box 722, New Monmouth, NJ 07748-0722 info@artsocietyofmonmouthcounty.org

EXECUTIVE BOARD with voting rights:

- **President**
 - Presides at all meetings; enforces by-laws; manages board members; follows-up on open issues; appoints committees for new and annual projects; secures grants; provides college scholarship; etc.
- **First Vice President: Programs:**
 - Schedules Demonstration/Lecture Speakers; provides information to Publicity Chair: ensures Hospitality Committee has refreshments for meetings; collects attendance sheets at meetings; etc.
- **Second Vice President: Membership:**
 - Collects Dues; keeps records of membership lists; maintains spreadsheet of dues; informs President and Exhibit chairs of member dues delinquencies; attends Receiving Days
- **Third Vice President: Exhibits:**
 - Schedules and manages exhibits with Board approval; obtains and pays judges; provides ribbons, checks, and paperwork for awardees; prepares summary report of each show; finds and supports Exhibit Chairs and Receptions for shows
- **Assistant Vice President – New Member Outreach:**
 - Assists Membership VP and President with recruiting new members and encouraging renewals
- **Treasurer:**
 - Deposits receipts; writes checks; provides financial reports to Board members for membership dues, shows expenses and meeting receipts; files IRS forms, etc. Appoints assistant to help with PO Box receipts and bank deposits.
- **Corresponding Secretary:**
 - Communicates with members by email and written correspondence managing the MailChimp account; maintains member lists; mails yearly schedule; handles incoming correspondence.
- **Recording Secretary:**
 - Records minutes at Board Meetings and sends to Board Members for review; keeps records of attendance at board meetings; keeps list of committees; records motions and votes taken
- **Publicity Secretary:**
 - Prepares Press Releases and informs the Media of upcoming meetings/show/news
 - Sends email reminders and announcements to members using MailChimp account
 - Maintains social media sites and web-based membership communications: e.g., Facebook; Instagram; Twitter

Additional ASMC Managers, Chairs, and Assistants without voting rights

- **Website Director** – maintains the Jimdo website; adds reception photos; posts updates; uploads submission forms in WORD and PDF.
- **Hospitality Committee Manager** – maintains supplies and arranges for coffee/tea/pastries setup and cleanup at meetings
- **Exhibit Chairs** – schedule dates, book rooms, mount exhibits, obtain judges, prepare programs, host receptions, collect fees and provide to the Treasurer. Reports to the Exhibit VP
- **ASMC Board Advisor** – past president who advises current board
- **Nominating Chair and Parliamentarian** – prepares slate of officers for new terms/elections; ensures meetings are properly conducted
- **Show Receiving Assistant:** Conducts intake of artworks for shows, provides lists and money collected to Exhibit Chair
- **Grants and Strategic Partnerships Administrator:** applies for grants in coordination with the President and Treasurer; seeks partnerships with other non-profits that promote the arts