

President**Cohesive Working Board...Smooth Functioning**

The duties of the president are contained in the Bylaws Section V. A. The president shall preside at all meetings, appoint all committee heads with approval of the board and supervise directly and indirectly all of the activities of the association. In addition to those specifically mentioned it is the president's obligation to perform the following duties:

- Prepare a written report for each board meeting.
- Serve as Chairman of the Board of Directors and conduct each meeting with control and efficiently so as to keep it moving smoothly and in an orderly fashion.
- Confirm date, location, and time of each Board meeting with the University of Wisconsin Madison WRAP Director.
- Prepare an agenda with topics defined and timeline assigned and notify board members in writing.
- Keep all board members informed of issues coming to the attention of the association.
- Prepare reports of association's activities to be published quarterly in the Contour Notes newsletters.
- Appoint new members to the Board of Directors when vacancy occurs subject to the approval of the board and make sure each member receives a Directors Manual.
- Forward all permanent files to successor within thirty (30) days.

Vice President**WRAP \$ Donated & Directors Manual Upkeep**

The duties of the Vice President are contained in Section V. B. The Vice President shall assist the president and in the absence of the President shall assume the responsibilities of that office.

In addition the Vice President shall act as a liaison between WRAA and local arts clubs. The Vice President and the WRAP Director should coordinate the shared responsibilities of the WRAP State Conference and WRAA Awards Ceremony.

- Prepare a written report for each board meeting.
- Act as a liaison between the association, sub committee chairs, UW Foundation and UW WRAP Director.
- The Vice President should be actively involved in tracking fund raising, project feasibility and post-evaluation of individual projects.
- The Vice-President need not serve as chair to fundraising committees to ensure the function of overseeing all fund raising projects. The Vice President should review correspondence and planned project proposals and serve as an advisor to individual fundraising committees.
- Review fund raising materials for professionalism, accuracy and attractiveness.
- Keep current the Directors Manual and make sure all board members have a copy.
- Forward all permanent files to successor within thirty (30) days.

Recording Secretary**Accurate Recordkeeping & Storage**

The duties of the Recording Secretary are contained in the Bylaws Section V.C. The Recording Secretary shall record minutes of all meetings of the Board of Directors and from the Annual membership meeting. In addition to those specifically mentioned it is the recording secretary's obligation to perform the following duties:

- Keep the record book and attest to all documents under the association's seal serving as the keeper of pertinent records.
- Take roll call and read the minutes from the previous meeting at all board meetings unless the board waives the action.
- Send a copy of minutes to all board members and the editor of Contour Notes.

- Send out correspondence to the membership, donors, and agencies, as requested by the board of directors.
- Forward all permanent files to successor within thirty (30) days.

Treasurer

Accurate & Timely Accounting Audits & Storage

The duties of the Treasurer are contained in the Bylaws Section V.E. The Treasurer shall be responsible for all financial matters of the Association and shall furnish the board of directors with a financial statement at each regular meeting. In addition to these specifically mentioned it is the Treasurer's obligation to perform the following duties:

- Prepare annual budget to present to the Board at the annual meeting for approval.
- Make arrangements to have financial records audited within thirty (30) days after the close of the fiscal year and mail each board member a copy of the Annual Financial statement and audit report.
- Deposit all checks and pay all expense vouchers received in a timely manner and keep detailed accounted records of each transaction.
- File all necessary Federal and State of Wisconsin tax and legal forms when due.
- Furnish publication expense report to the Fond du Lac Foundation for Harold C. Berkholtz Publication Fund.
- Forward all permanent files to successor within forty-five (45) days.

Membership

Increase & Maintain Membership & Listing Accuracy

The duties of the Membership Chair are contained in the Bylaws Section V.D. The Membership Chair shall be responsible for the maintenance of the membership roster. In addition to those specifically mentioned it is the Membership Chair's obligation to perform the following duties:

- Prepare a written report for each board meeting.
- Maintain database membership roster including addresses with four digit zip code, phone number, email addresses.
- Set up membership enrollment & renewal display at State Conference. Collect dues.
- Print membership receipts and cards and mail to the members.
- Forward dues to Treasurer.
- Maintain membership mailing addresses and other information for Editor to use for Contour Notes and other membership mailings requested by the Board of Directors.
- Track membership count and report membership drive activities. Compare enrollment with previous years.
- Forward all permanent files to successor within thirty (30) days.

Editor...Newsletter/Brochure/Website... Accuracy & Timeliness & Image

The chairman shall be the executive editor. The board of directors shall appoint the Editor of Contour Notes annually. If a person who is not already on the board is appointed, that person will be granted Director status with full voting privileges. The Editor will serve a one-year term with no limitations as to the number of terms. Editor responsibilities include:

Contour Notes Publication (Honorarium \$400 per Issue-effective April 29, 2006)

- Prepare a written report for each board meeting.

- Gather and layout all articles and photos.
- Establish deadline dates for article submission.
- Coordinate special events/ fund raising dates and information articles.
- Choose Cover and Centerfold themes and request submissions.
- Prepare contest submission for viewing and board vote at annual meeting.
- Obtain photographs of State Award recipients to publish.
- Obtain photographs of Bridging Generations award recipients to publish.
- Set up a display of Contour notes for the State Conference.
- Bill and collect from advertisers in Contour Notes.
- Arrange for printing of brochures and other materials as requested by the board.
- Arrange for the printing of the election ballots and insert them into Contour Notes (Summer Issue).
- Work with post office to meet bulk mailing permits and regulations.
- Work closely with Membership chair to ensure accuracy and timeliness of mailing lists.
- Work with Grants Chair to set aside newsletters, etc. required for proposals.

Brochure Management (Honorarium \$ 400 annually Paid in April effective April 29, 2006)

- Keep current approved brochures and arrange for printing as requested by the Board; including but not limited to Membership, Bridging Generations, Evening with the Arts, Workshop Coordinator guide, and Exhibit Your Artwork brochures.
- Publish and print quarterly WRAP Exhibit applications. Arrange quarterly mailing of same.
- Arrange for printing of materials as needed.

Website Management (Honorarium \$ 400 annually Paid in April effective April 29, 2006)

- Manage on site virtual Bridging Generations exhibit.
- Update and keep current all above brochures, applications and current events (including but not limited to Bridging Generations, Day with the Arts, Evening with the Arts, WRAP exhibits, State Conference, regional WRAP workshop listings.)
- Forward all permanent files to successor within thirty (30) days.

Awards Chair

Increase & Maintain \$ Donated & Number of Awards

The Awards Chair is responsible for soliciting donations for the Annual State Conference awards and for Bridging Generations; maintaining historical files of awards, donors, and recipients; soliciting and presenting to the Board nominations for service awards; and preparing award presentation materials, presenting awards at the annual State Day awards ceremony, and doing post State Day award follow-up.

- Prepare a written report for each board meeting.
- Send out a solicitation for Bridging Generations donations in late March and a solicitation to previous State Day award donors in late April/early May with a reminder notice in July to those who have not responded.
- Accept and record new awards and communicate with prospective donors about the options for setting up an award.
- Complete paperwork for employer matching donations.
- Receive State Day Award and Bridging Generations donations, send acknowledgement letters to donors, and forward monies to the Treasurer.
- Write articles for Contour Notes asking for award nominations.
- Accept nominations for service awards (WRAA Memorial Awards, Berk Service Award, John Steuart Curry Award, and Youth Service Award) and present nominations to the Board for voting at the Spring meeting.

- Handle all special processing needs for awards, such as engraving of the Curry Medal, and correspondence and book plates for libraries selected by the John Barton Library Award recipients.
- Maintain a file of current year donors and awards (for both State Day awards and Bridging Generations), as well as historical data on past year donors, awards, and recipients.
- Prepare award materials for State Day (list of awards to the WRAP Director, list of award descriptions to the Webmaster, award descriptions | presentation order for the awards ceremony).
- Act as emcee for the State Day awards ceremony.
- Send color photocopies and/or the color catalog to award donors after State Day.
- Forward all permanent files to successor within thirty (30) days.

Nominations/ Publications Qualified Candidate Ballot & Press for WRAA/WRAP

The duties of the Nominations/Publicity chair include preparation of the annual ballot and filing and writing of featured articles to promote WRAA/WRAP activities.

Each year a ballot is prepared and four three-year terms expire. The nominations chair duties are as follows:

- Prepare a written report for bi-annual meetings.
- Collect names of nominees from the board of directors, clubs, and membership.
- Contact qualified nominees and ask if they accept the nominations.
- Coordinate biographies for each nominee accepting to help identify the nominee to the voting membership.
- Present the ballot for approval at the spring board meeting.
- Make arrangements with the Contour Notes Editor to insert ballot in summer issue.
- Count ballots due in July. Notify board of directors and candidates of the results.
- Forward all permanent files to successor within thirty (30) days.

Youth Programs Move & Coordinate/Youth Exhibits Annually

The duties of the Youth Programs Chair include serving as the coordinator for the annual State Teen Art Mentor Program (STAMP) Exhibit and assisting the Bridging Generations coordinators as the program moves around the State. The chair should plan on actively attending and/or assisting both events.

- Prepare a written report for bi-annual board meetings.
- Assist the Editor with brochure publications to insure timely promotions of Youth Programs.
- Gather names of possible BG coordinators from membership and the Board of Directors.
- Interview and make recommendations to the board for annual BG coordinator selection.
- Work closely with annual BG coordinator to make sure all functions are covered.
- Keep the BG coordinators manuals up to date.
- Serve as a liaison between the coordinator, parents, mentors, award donors, and WRAA.
- Serve as STAMP exhibit & artists' reception coordinator.
- Work closely with WRAP Director to coordinate STAMP artwork drop-off dates.
- Organize the physical hanging of the teen exhibit on the 3rd floor of the Pyle Center.
- Work closely with the Evening of the Arts Chair to coordinate the STAMP and WRAA reception RSVP headcount for reservations and event itinerary.
- Work closely with the awards chair and treasurer for award collections & distribution.
- Assist the Editor with website and promotion materials as needed.
- Forward all permanent files to successor within thirty (30) days.

Evening w/ the Arts**Coordinate Membership Promo & Sales**

The duties of the Evening with Arts Chair are to facilitate the annual artist reception and Art ala Carte Sale.

- Prepare a written report for bi-annual board meetings
- Keep the coordinators manual current.
- Arrange for the reservations at the Pyle Center and entertainment.
- Arrange for the printing of literature (i.e., entry forms, post cards, membership mailing.)
- Serve as or appoint a coordinator /contact receiving entry forms and planning exhibit space.
- Attend events to promote Evening with the Arts and Art ala Carte. (i.e., State Conference and regional exhibits).
- Assign volunteers to invite public, collect money, act as greeters, and plan walking tour.
- Assist Contour Notes Editor with promotion.
- Forward all permanent files to successor within thirty (30) days.

Workshop Coordinator**Number & Longevity of WRAP's**

The duties of the Workshop Coordinator are to promote new WRAP workshops and assist existing workshop coordinators to help keep exhibits running smoothly.

- Prepare a written report for each board meeting.
- Review the coordinators packet from the UW and keep current.
- Review website information for accuracy and current information.
- Make literature available at all workshops.
- Assign someone to promote membership renewal & sign up and stress the importance of the WRAP Endowment Fund at each WRAP workshop.
- Serve as liaison between WRAA and WRAP.
- Consider incentives for volunteer coordinators.
- Assist coordinators with getting volunteers to hang, deliver, and get judges if needed.
- Listen to needs of regional coordinators and convey their voice to the board.
- Attend events to promote WRAP workshops. (i.e., State Conference, regional exhibits).
- Forward all permanent files to successor within thirty (30) days.

Grant/Applications Writer**Grant \$ and WRAA Event Applications**

- Prepare a written report for each board meeting.
- Write grant applications and all other applications as needed to represent WRAA.
- Act as a liaison between the association, UW Foundation and UW WRAP Director.
- The Grant Writer should work with the Treasurer to gather financial data needed to support applications.
- Involves planning budget for spending of approved funds and tracking expenses.
- Forward all permanent files to successor within thirty (30) days.

Curry Committee	Ex Officio	Call to Action Subcommittee as Needed
------------------------	-------------------	--

- Prepare a written report for bi-annual meeting.
- Plan for topic agenda for sub-committee meeting.
- Act as a liaison between the association, Board of Directors and UW WRAP Director.
- Serve as a facilitator for new ideas.
- Bring other sub committees together when possible.
- Forward all permanent files to successor within thirty (30) days.

Volunteer Coordinator	Appointed Annually	Ex-Officio
------------------------------	---------------------------	-------------------

Volunteer Chair shall be responsible for solicitation of volunteers as requested. The Volunteer Chair has the obligation to perform the following duties:

The

- Prepare a written chair activity report for each board meeting.
- Maintain records of volunteers including names, addresses, and contact information.
- Record keeping should include "do not call" list and solicitation results.
- Forward relevant address/contact information to membership chair and editor.
- Track volunteer activity and hours and after event feedback from the volunteers by program chairs and copy tracking to the board of directors.
- Compare volunteer activity event by event and year by year to show volunteer trends.
- Thanking volunteers for their efforts.
- Forward all permanent files to successor within thirty (30) days.

The Volunteer Coordinator will serve a one-year term reporting to program chairs and/or President or Vice President as needed with no limitations as to the number of terms. No honorariums shall be paid for this volunteer position