

# **Gilbert Visual Artists' League Board Member Election**

Nominations must be made by the end of April. Election is to be held at the May monthly meeting.

## **Positions:**

**Chairperson** – current – Georgia Mulholland – **would like to retire**

Duties:

1. Schedule and conduct regular meetings of the GVAL governing board.
2. Preside over all general meetings and activities of the GVAL organization.
3. Guide and motivate the members of GVAL to accomplish the vision and mission of GVAL in the community.
4. Be the primary interface for GVAL with local organizations and government bodies.

## **Nominations:**

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**Secretary/Treasurer** – current – Lana Leibow – **would like to retire**

Duties:

1. Provide an agenda for the committee meetings
2. Maintain minutes of the committee meetings
3. Periodically update the committee on the status of the GVAL funds and budget
4. Prepare and present to members annual financial report

Current office holder also handles **membership coordinator**.

Duties:

1. Make available membership forms at all GVAL meetings.
2. Collect forms and fees for new members and dues of existing members.
3. Retain the data from membership forms and provide this information to the board. This includes contact information and other pertinent information on the members.
4. Provide new members and renewing members with a card as evidence of membership and expiration date.
5. Notify members in advance of expiration and provide the renewal information.

## **Nominations:**

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**Monthly Meeting Coordinator** – current – Helen Marquardt – **resigning**

Duties:

1. Work with the committee to develop plans for all of the monthly GVAL meetings. The meeting should be planned several months in advance.
2. Be the primary contact for persons who will present at the monthly meetings.
3. Book the meeting place and see what resources may be needed by the presenter and that the resources are in place for the presenter.

**Nominations:**

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**Featured Artist Coordinator/s** – current – Jean T. Smith - **resigning**

Duties:

1. Seek opportunities to display the work of local artists in the community.
2. Collect and maintain information regarding GVAL artists who are seeking opportunities to display work. This information will consist of details that are important for the featured artist's purposes such as: type of work, size of work, availability and son on.
3. Schedule and execute featured artists' exhibits.

**Nominations:**

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**Annual Art Show Coordinator/s** – current – Jean T. Smith - **resigning**

Duties:

1. Select a committee for organizing one or more art show.
2. Work with local government and private organizations to coordinate and organize the show.
3. Propose a budget for the show on a per show basis. Propose fund raising activities. Monitor and control expenses within budget.
4. There are numerous details for the art shows such as: publicity, call to artists, awards, reception... These details will not be listed here.

**Nominations:**

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**Publicity and Newsletter Coordinator – current – Rose Wells - resigning**

Duties:

1. Maintain a list of newspaper and other publicity contacts.
2. Contact newspapers and other information outlets regarding GVAL activities.
3. Complete a monthly newsletter and send it to all GVAL members and other interested parties.

**Nominations:**

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