

HHS ART CLUB OFFICER DUTIES

NAHS/NJAHS Chapter #6159407

It is your duty to motivate each other as officers and to get artists excited about Art and the projects/events we get to do. Without your leadership and positivity, this club will seem like a job, and it's a privilege that we get to have an Art Club and be able to do the projects/events we do get to do. You officers get to talk about what you want out of this year and the projects you would like to see be created. This club is a student lead organization and will be as awesome as you make it. I know how creative and great leaders that you all are, stay positive about your title and tell people about the cool things you get to do. This is an honor and will help build you as a leader and into the successful person you WILL become. That is why you were elected. You all are in charge of leading events. Two officers are ALWAYS required at events. There will be a rotation of officers, if you do not show you will be docked letter points. If you will be absent you will need to find a "sub". First time no show- docked points. Second time- no letter. All must attend the Induction Ceremony and Night of the Arts. Well-qualified and dependable officers are crucial to the growth of any Art Club NAHS chapter.

- ❖ Provide an environment where all members will grow professionally.
- ❖ Include all members in a dynamic program of work.
- ❖ Welcome suggestions from members.
- ❖ Keep the members informed about all activities of the organization.
- ❖ Conduct the chapter in proper ***parliamentary procedure*** (Parliamentary procedure is the accepted rules, ethics, and customs governing meetings of an assembly or organization. It is supposed to represent the will of the majority. ... Self-governing organizations follow parliamentary procedure to debate and reach group decisions—usually by vote—with the least possible friction.)
- ❖ Maintain complete, current records and minutes.
- ❖ Evaluate each meeting and give the resulting information back to the group. This will be done at OFFICER MEETINGS the day before the Member meetings.
- ❖ Each meeting is scheduled in advance and the time, date, and place posted on schoology, TEAMS, and on the art bulletin board.
- ❖ An agenda of each meeting is distributed to all members in attendance.
- ❖ Secretary reports are given monthly and effectively.
- ❖ Develop and implement a strong publicity program. The election of officers is a serious matter, not a popularity contest. Qualifications should be the primary consideration. Candidates who are willing to accept a leadership role and work hard in the preparation to perform their duties will make the most effective leaders.
- ❖ The first officer meeting of each semester chose a studio day or event for each semester and officers in charge of teaching the craft.
- ❖ Submit a materials list for each studio day 15 days in advance.
- ❖ Vote on seasonal Artist in Spotlight
- ❖ Save ALL documents on Art Officers TEAMS
- ❖ Big Events: Arts in Education Week, Induction Ceremony, Night of the Arts

PRESIDENT

- ❖ Presides over and conducts meetings according to accepted parliamentary law. Use that gavel!
- ❖ Keeps members and discussion on track.
- ❖ Appoints committees and serves as an ex-officio member to each.
- ❖ Coordinates chapter activities by keeping in close touch with the other officers, the membership, and the adviser.
- ❖ Calls special meetings as needed.
- ❖ Sees that the Monthly Chapter Report is prepared by the Secretary and news releases are prepared.
- ❖ Reviews the Program of Work with the adviser and the officer team on a monthly basis.

- ❖ Event Thank you letters should be short and to the point (3 or 4 paragraphs.) Letters must be free of typographical errors and spelling errors – always have your adviser proofread anything before it is sent out. Thank you letters should be sent within one week of the event.
- ❖ Coordinates chapter efforts by keeping in touch with officers, members, and advisers.
- ❖ Shows interest in the activities of the other officers and inspire them as well as the membership to better serve the chapter.
- ❖ Encourages public relations in your community by contacting speakers or guests for chapter meetings.
- ❖ Represents the chapter at special school events, civic clubs, and other out-of-school organizations.
- ❖ Submits news releases when your chapter shows success at a conference or other events.
- ❖ Maintains a good working relationship with your chapter adviser.

VICE PRESIDENT

- ❖ Assists the president in the discharge of duties.
- ❖ Presides at meetings in the absence of the president.
- ❖ Is prepared to assume the duties and responsibilities of the president if the need should arise.
- ❖ Oversees all officer work and the management of assignments. If officers or members do not get things done, it's on you.
- ❖ Serves as an ex-officio member of chapter committees.
- ❖ Prepares the Local Chapter Annual Report.
- ❖ Set up all Remind 101& TEAMS notifications and reminders.
- ❖ Keeps a check list of students & parents who have downloaded Remind and responded to messages

SECRETARY

- ❖ Roll call will be recorded in your officer book and submitted on schoology.
- ❖ Records members points on Schoology.
- ❖ Prepares and reads the minutes of each meeting.
- ❖ Prepares the Monthly Chapter Report. Keep one copy for your records, and a copy for each officer.
- ❖ SPRING & WINTER: Submit a chapter report, photos of chapters (2) in action, and images of artwork (5) for inclusion in **NAHS News**. Tell the world what your chapter has been up to (under 400 words) Highlight student achievements, community service initiatives, chapter successes, field trips, projects, etc.
- ❖ Minutes are the official record of what went on during a chapter's meeting. Without them, your chapter would have no way of determining exactly what its members have agreed to do.
- ❖ Each paragraph of the minutes should contain a separate subject. Keep them concise and easy to understand.

Do:

- Include the name of the person who made the motion. (Call this meeting to order)
- Record the motions exactly as how they were stated.
- Remember to sign the minutes after they have been approved.
- Include the exact results of a counted or ballot vote.

Don't:

- Include the name of the person who seconded the motion.
- Write down who debated or what they said
- Include your personal opinions.
- Summarize a guest speaker's topic. Just list the name and the subject.

- ❖ The first paragraph of your minutes should be one sentence and include the following in this order.
 - The type of meeting – whether regular, special, etc.(Most chapter meetings are regular meetings)
 - Name of organization.
 - Time, date, and place of meeting.
 - Whether the president and secretary were present. If not, name(s) or person(s) who substituted
 - Whether the minutes were approved as read or corrected.
 - The last paragraph of the minutes contains only the time of adjournment.
- ❖ Provides the president with an agenda for each meeting.
- ❖ Counts and records votes when taken.
- ❖ Coordinates and keeps track of the local chapter point system on schoology
- ❖ Reads correspondence at local chapter meetings.
- ❖ Don't sign letters in pencil; use pen.

HISTORIAN

- ❖ PHOTOGRAPHER for all events!
- ❖ AIS: Email chosen Artist in Spotlight questionnaire & Create Artist in Spotlight Advertisement. This must be submitted to the Growler, Ann Staff for bulletin and printed 24x30, emailed to Larimore Leader.
- ❖ Write press releases (Growler) and prepare information for the social media.
- ❖ You are also trusted with passwords and accounts, use this responsibility wisely.
- ❖ Post on the Art bulletin board and around town all events. After designing posters please make sure that the Secretary gets one for the binder and Mrs. Worden gets one for record.
- ❖ Respond to information requests from the media.
- ❖ Responsible for framing, labeling, displays for the Art Gallery Hallway and Art Shows.
- ❖ Help clients communicate effectively with the public.
- ❖ Draft speeches and arrange interviews for a client's top executives.
- ❖ Evaluate public opinion of clients through social media.
- ❖ Creating imovie for NOTA

TREASURER

- ❖ Assists the advisor with finances
- ❖ Leads fundraisers
- ❖ Keeps financial record
- ❖ Purchases materials
- ❖ Submit monthly budget report

JUNIOR HIGH PARLIAMENTARIAN

- ❖ A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies/events. This is in LHS Art Club Chapter 5926360 Contract.
- ❖ Advises members on missing By-Law Completion sheet missing fields
- ❖ Learns from officers to run/lead the following years
- ❖ Assists in meetings and events