

UPDATED: AUGUST 2025

## POTOMAC VALLEY WATERCOLORISTS

### PROGRAM CO-CHAIRS POSITION DESCRIPTION

**Average hours/annual: 40 each co--chair**

This committee is chaired by two people who coordinate and set up the annual spring luncheon and registration. The fall business meeting is coordinated with the fall workshop a day before or after to encourage attendance. The PVW workshop leaders coordinated with the instructor regarding what day the workshop will be given. At times the program chairs help with an art swap/sale of materials at the fall meeting.

#### **Spring luncheon**

Location of the luncheon is reserved about 3 months in advance. We have used Columbia Country Club for this meeting. This reservation is arranged via dates available from the woman in charge of catering at the country club and through a PVW member who belongs to the country club. A menu is selected to include a vegetarian option.

Easels are requested from the country club so new members may display their paintings. If a new member has an easel, then they are encouraged to bring it because the country club is not consistent with the number of easels available.

The number of people attending the luncheon is given to the country club 3 days in advance.

After the luncheon the bill is sent to the PVW member of the country club and to one of the co-chairs who then sends it on to the treasurer/bookkeeper to pay the bill. A list of new members is obtained so that gifts may be given. A star is placed on the new members name tag. Name tags are placed on a table for members. Place cards for seating are next to the name tags. Petty cash is provided to make change for the drink table. Volunteers are solicited to help greet, take photographs, help with name tags, take money for the drinks, etc.

Program Co-Chairs: the responsibilities are divided between two co-chairs.

One person does the following:

- serves as go between for PVW and the country club
- reserves the room, gets their choices of menu
- requests any extra tables easels etc
- gets a cost quote
- is in contact with our PVW member who has a membership at the club thus allowing us to use their facilities for our annual luncheon.

One co-chair does the following:

- sends a save the date reminder to the membership
- monitors registration
- sends mailings to the PVW membership

UPDATED: AUGUST 2025

- requests luncheon volunteers and communicates with them prior to the luncheon.
- Contacts Website Administrator to publish luncheon on Members page on our website and set up registration.

Once the registration deadline is reached, the country club is informed of how many will be attending. The menu is chosen. We always try to accommodate vegetarians, vegans, glucose intolerant. If our help is needed for the business meeting in the fall, then we are available to help set that up.