

POTOMAC VALLEY WATERCOLORIST

VICE PRESIDENT POSITION DESCRIPTION

Average hours/month: TBD

- Be Visible: Attend as many PVW functions as possible, including Board meetings (to vote), exhibits, classes, workshops, special events, new member coffee, etc.
- Stand-in and assume duties for the President when requested by the President.
- Confer with the President on agendas as requested.
- Participate on various PVW committees, groups, special task groups, etc at the discretion of the President. (ex: Chair, 2024 Financial Task Group; Chair, 2025 Strategic Task Force)
- Chair of the Finance Committee (FC). Work with FC team members to recommend solutions for financial issues involving PVW that arise. Provide year-end financial improvement recommendations.
- Coordinate with the PVW Treasurer on budgets and financial activities. Review accuracy of Quickbooks monthly.
- Assist Program Chairs concerning their areas related to financial activities.
- Write a column for the newsletter.
- Encourages members to participate, to volunteer for key roles, to register for exhibitions, to sign up for workshops.
- Organizational memory and support to the President as needed. A key position to ensure institutional memory.

BEST PRACTICES

- Contact new members once their names are available from the Membership Co-Chairs, to welcome them, find out about them, and make them feel welcome.
- Preview ideas and agendas with key advisors and Board Officers
- Keep a log of contacts (phone and email), questions that have come up, ideas offered, decisions made, items needing to be addressed.
- Express appreciation to volunteers, both privately and publicly – we can't pay them, sincere gratitude goes a long way.

UPDATED: AUGUST 2025

- Act as a Goodwill Ambassador with other art societies, seek out cooperative projects.