

UPDATED: AUGUST 2025

POTOMAC VALLEY WATERCOLORISTS

EXTERNAL AWARDS CHAIR POSITION DESCRIPTION

Average hours/month: 1-2

- Contact external awards chairpersons in other watercolor societies to whom PVW gives awards to confirm and adjust the amount of the awards, if necessary, and how they will be given, i.e., with or without exchange of checks (reciprocal awards of equal dollar amount.)
- Update contact names, emails, and street addresses, since these can change from year to year.
- Request catalogues if available from other art organizations showing the winners of the PVW Awards and provide current PVW mailing address. This is usually done when first contacting the awards chairs at the beginning of the year.
- Report to PVW Board members as needed for changes to amounts of awards and status of award agreements with other art organizations. May present requests for new awards. Provide the PVW Treasurer with the award amounts and request payment as necessary.
- Provide award winners with external contact information in case wish to thank PVW.