

UPDATED: MAY 2025

POTOMAC VALLEY WATERCOLORISTS

New Members Committee Job Description

Hours/annually: 50 (Mainly in November)

Main objective of committee: Jurying of applicants to become PVW members

Job description of co-chairs:

- October 1, Email members and watercolor teachers to remind friends and students to apply to PVW by the November 1 deadline.
- Co-chairs meet to pick date for jurying and dates for pick-up and delivery of paintings.
- Co-chairs make list of 5 judges plus 2 alternates. The roster usually includes the president, past president, board members and or standing committee chairs.
- Review applications.
- Send applicants confirmation of application.
- Enter applicant's contact information into a new PVW contact file for that year
- Application checks are sent to accountant.
- November 1 emails go out to all applicants with jurying location and delivery and pick-up dates.
- Co-chairs plan menu for judges lunch.
- Invite chosen judges to participate on Jurying date.
- Receive delivery of 3 paintings per applicant at jurying location.
- Jurying day. Usually on a Wednesday the week before Thanksgiving. Judges arrive at 10:30 am as well a one helper. Coffee is served. Paintings by each artist are displayed in groups of 3. Judges choose new members, this usually necessitates two rounds. Lunch is subsequently served.
- Send acceptance and rejection emails to applicants.
- Send rejected applicants a message, thanking each, with brief suggestions where judges thought there might be improvements, and encouragement to reapply.
- Non-accepted applicants are removed from the contacts list.

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- The PVW President, Membership Chair, Exhibits Chair, Newsletter Editor, Website Manager and email address manager are sent a list of the new members with their contact information.
- Co-chairs put on a New Members coffee in January to which the new members, board members and committee chairs are invited.