

POTOMAC VALLEY WATERCOLORISTS

PRESIDENT JOB DESCRIPTION

Average hours/month: TBD

- Plans and presides over at least three (3) Board meetings each calendar year. Determines whether meetings will be in-person or via Zoom. Best practice: first, check with key members for their availability. Set up a Doodle poll with morning/afternoon options within a window of potential dates. Pick the best date where the most people can attend and confirm.
- Prepares and distributes advance meeting agenda. Ensures any necessary information is distributed beforehand or during meetings for consideration
- Reviews Recording Secretary's draft and ensures meeting minutes are accurate and are approved by the board.
- Establishes own check-signing authority at beginning of presidential term
- Communicate often - a monthly or bi-monthly email to all members lets them know what's going on, what's coming up, opportunities to participate
- Keeps aware of the PVW annual Schedule – check in with committee chairs and key people to see what needs attention
- Attends exhibition receptions – introduce awards judge, offer thanks to all the volunteers who work hard to bring the exhibition to life. Sign checks for awards judge and award winners
- Receives, evaluates, and as required, redirects inquiries or issues from members or folks outside PVW – e.g., members with website access issues, notices of members' deaths, ideas for other exhibition venues, etc.
- Write a column for the newsletter.
- Encourages members to participate, to volunteer for key roles, to register for exhibitions, to sign up for workshops.

BEST PRACTICES

- Contacts 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
- Find a few trusted people to be your "kitchen cabinet"
- Keep a log of contacts (phone and email), questions that have come up, ideas offered, decisions made, items needing to be addressed.

UPDATED: AUGUST 2025

- Plan ahead for board meeting timeframes – you don't need to lock in dates a year ahead, but it's good to consider scheduling board meetings in advance of all-member events
- Attend the new member coffee
- Express appreciation to volunteers, both privately and publicly – we can't pay them, sincere gratitude goes a long way.