**Updated December 12, 2021**

**WASM Position Descriptions**

The purpose of this document is to provide a current and brief description of all positions to facilitate the general management of organizational knowledge and internal communications. Any modification to these descriptions in the future shall be done by request of the person filling the post in conjunction with the President. Notwithstanding the generality of the foregoing, the basic functions of that role must remain consistent and in accordance with related By-Laws and Standing Rules. The instructions to execute the tasks are contained in detailed instruction documents corresponding to each position written by the Chairperson who is responsible for editing them over time to realign with changes in the WASM organizational structure or to implement new methods to further effectiveness and efficiency.

**PRESIDENT**

(a) Presides at all meetings of members of the Society and of the Board of Directors.

(b) Responsible for the direction, implementation and coordination of all decisions and policies of the Society.

(c) Is an ex-officio member of all committees, is entitled to receive notice of all committee meetings, and helps to set targets and goals for them.

(d) Protects, maintains, and increases the positive reputation and community status of WASM as a whole over any special interests of individual members or their affiliates.

(e) Casts the deciding vote in the event of a tie vote at a membership meeting.

**VICE PRESIDENT (S)**

(a) Shall assist the President in out the President’s duties and new initiatives

(b) Shall assume the responsibilities and the Powers of the President in the President’s absence.

(c) Oversees the smooth coordination between all Chairpersons and Committee Leads

(d) In tandem with the President ensures programs align with organizational objectives and budgets by providing direct oversight to the:

1. Education Committee (lecture series, workshops, liaison with studio groups
2. Event Entertainment Committee.

(e) If the Vice President is unable or declines to act, the President of the Board of Directors may assign the duties of the Vice President to another director until the next regular Board meeting.

**TREASURER**

(a) Responsible for establishing proper control of the funds of the Society.

(b) Keeps accurate accounting records and stores final electronic copies in the WASM online storage system, and paper records and supplies in accounting boxes in the Treasurer’s possession.

(c) Files income tax returns, creates a yearly statement.

(d) Keeps the informations in a the Registre des enterprises du Québec and the Directories of Canadian Companies up to date. Pays yearly dues to the Registre des entreprises du Québec.

(e) Makes sure the insurance fees are paid and contract up to date

(f) Submits a regular financial report to the Board of Directors.

(g) Submits to the WASM members at the Annual General Meeting the annual statements of receipts and expenditures stating the financial position of the Society and render such other reports as the Board of Directors may require from time to time.

(h) In general, performs all duties incidental to the office of Treasurer and such other duties as may be assigned to the Treasurer by the Board of Directors.

(i) If the Treasurer is unable or declines to act, the Board of Directors may assign the duties of Treasurer to another director until the next regular meeting of the Board.

**SECRETARY**

(a) Prepares an agenda for all meetings of the Board of Directors and the membership.

(b) Sees that all notices are given in accordance with the by-laws.

(c) Receive and send all letters and reads them to the Board of Directors referring to business that is not routine.

(d) Submit to the President all correspondence deemed to be important.

(e) Submits copies of all letters sent out to the Board of Directors on request.

(f) Records minutes of meetings of the members and of the Boards of Directors, and stores in an electronic filing system dedicated for that purpose.

(g) See that certificates, reports, records, letters and all other paper documents required by law are properly filed in paper document files, and also scanned and properly filed within an electronic filing system.

(h) Manages the arrangement of an electronic filing storage system for the Board of Directors, including overseeing the proper security access to the folders and documents for easy retrieval and use by the owners.

(i) Ensures archival material is forwarded to the Archivist for historical purposes at appropriate intervals as approved by The WASM Board of Directors.

(j) Performs all duties incidental to the Office of the Secretary and such other as may be assigned by the Board of Directors.

(k) If the Secretary is unable or declines to act, the President of the Board of Directors may assign the duties of the Secretary to another director until the next regular Board meeting.

**MEMBERSHIP CHAIRPERSON**

(a) Maintains Membership List in a timely and accurate manner.

(b) Ensures the Treasurer receives payments accepted at events.

(c) Distributes membership materials to members after receiving payments of dues (membership cards, discount letter, etc.)

(d) Answers questions and concerns from members and potential members to orient them into the Society and help resolve their issues.

(e) Facilitates a membership feedback system.

(f) Keeps the membership website page updated and relevant.

(g) Facilitates membership recruitment and retention by overseeing the Cultural Outings Committee.

(h) Assists other Board members to recruit committee members.

**ART EXIBITION CHAIRPERSON**

In conjunction with WASM President and Art Exhibition Committees, the Art Exhibition Chairperson will be responsible for the following aspects of art exhibitions sponsored by the WASM:

1. Secures venue and liaisons with venue management.
2. Creates, receives, tracks and files Submission Forms from artists.

(c) Manages Digital Catalog of images and descriptions of art accepted into the exhibit.

(d) Recruits members for and oversees the Art Show Committees: Hanging, Acquisition, Vernissage, Judging, and Awards.

**HOSPITALITY CHAIRPERSON**

(a) Acts as food and beverage manager at all WASM events including:

* Coordinating all tasks with the venue
* Contacting vendors
* Enlisting helpers (set up, tear down, donate refreshments, etc.)

(b) Coordinates with the Marketing and Branding Chairperson to create menus, invitations, and other printed materials for events.

(c) Coordinates with the Publicity Chairperson for promotion of events.

(d) Coordinates with the Office of the VP for Entertainment at events.

**MARKETING AND BRANDING CHAIRPERSON**

(a) Graphic Designer – provides graphic design and printing preparation for: newsletter, calendar of events brochure, invitations, posters, business cards, letterheads, and all other graphic art required for publicity and events.

(b) Maintains WASM brand ensuring proper use of the logo and updating its image as required.

(c) Provides oversight to the marketing and branding used for WASM: blog, newsletter, website and social media accounts.

(d) Interfaces directly with Board Members and their Committees to accomplish the above.

**CHARITY CHAIRPERSON**

(a) Develops and leads charity programs aligning with the WASM purpose as stated in the By-Laws.

(b) Acts as an event planner for WASM fundraisers coordinating with WASM Officers and Directors to enforce deadlines, commitments, branding and budgets.

(c) Oversees the following committees:

1. Community Outreach – Facilitates WASM volunteers providing artist services at the request of a charitable organization such as hospitals and shelters (workshop teachers, face painting and tattoos at carnivals, curating exhibits, etc.)
2. Chairty Partnerships – Provides logistics to execute projects (mostly art exhibits) when WASM decides to partner with a variety of charitable organizations

**COMMUNICATIONS CHAIRPERSON**

(a) Oversees the Media Liaison for traditional media whose responsibility it is to inform the newspapers, radio and TV of WASM events, advertising them in a timely fashion and keep track of each publications’ “fall” dates.

(b) Manages social media accounts to create buzz posts and campaigns in addition to the work of the Social Media Liaison.

(c) Has the authority to insert publicity and make other decisions related to publicity for WASM’s Blog, newsletter, social and traditional media.

(d) Makes contacts to find publicity opportunities with other organizations.

(e) Develops a media strategy with the WASM Membership Chairperson to increase membership and visibility, especially in the BIPOC communities.

**ASSISTANTS TO OFFICERS AND CHAIRPERSONS**

(a) Communications facilitation

* Maintains a calendar
* Sends reminders
* Gatekeeping and filtering new and existing information
* Produces written correspondence and notices: emails, social media posts, website updating, meeting notes, texts, official documents

(b) Provides project and event coordination for exhibits, lectures and social gatherings

* Contacts venues, partners, and media as requested
* Coordinates and distributes payments with the Treasurer
* Assists at events where needed: set up, tear down, greeter, errands