

Job description

President and Chair of the Board

The President shall preside at all board meetings, shall make reports to the board of directors, shall have general supervision of the business and affairs of the corporation, and shall possess such powers and perform such duties as are incidental to the office, subject to the direction of the board of directors.

- A. Provides leadership to the board of directors and chairs meetings of the board after developing the agenda.
- B. Encourages board's role in strategic planning
- C. Appoints the chairpersons of committees, in consultation with other officers or board of directors
- D. Helps guide and mediate board actions with respect to organizational priorities and governance concerns
- E. Monitors financial planning and financial reports
- F. Plays a leading role in fundraising activities
- G. Evaluates annually the performance of the organization; evaluates the effectiveness of the board members in achieving its mission
- H. Acts as signatory on bank checks and is a second signatory in amounts of \$1,000 or more.

YEARLY TASKS

- 1 Reserves gallery space for shows in advance. (Recoated 1 year in advance prior to exhibitions.)
- 2 Reserves meeting space with the assistance of program chair for meeting in advance (one or two month in advance). The location will be announce in the newsletter.
- 3 Assigns vacant volunteer position with the help of Volunteer Coordinator and in the case of an emergency step in.
- 4 Keep an updated list of gallery contacts, TAA attorney and accountant.

MONTHLY TASKS

- I. Writes monthly presidents letter for TAA's newsletter, Artline and check the content, if necessary make it in PDF files and email that no later than 22 of each month to the printer
- II. Monitors the content of website. Twice a month if possible (the web needs to have updates.)
- III. If a member presents and sets in motion show/exhibits/fundraisers and TAA sponsored events (find with the help of Volunteer Coordinator chairs for each separate event).
- IV. With the help of Artistic Chair he/she locates gallery space for exhibition and find jurors

- a. Signed the agreement with the gallery representative.
- b. Meet the gallery representative with the exhibit chair and give him/her the details on exhibition.
- c. Provide him/her with the manual “How to Chair TAA Exhibition” (available on line)
- d. Provide prospectus from previous exhibit and if necessary help with the new prospectus. Before publishing prospectus needs to have galleries approval.
- e. Be present at the opening.

Launch of New Year is in JULY

- I. Selection of Board Members (with the officers help the president need to select and approve new Board of Director) newly elected president needs to contact before the end of the year and after the election all board of directors.
- II. TAA legal registration in state of Virginia needs to be paid and filed on time (before June 30 the attorney will mail package with the documents) IRS and Taxes filling - after receiving and reviewing the treasures report – end of the year statement, he/she will make sure that it’s forwarded to the TAA accountant.
- III. Review shows and meetings location for upcoming exhibit and contact all party involved by email or phone and if need it make changes.
- IV. Contact ongoing member volunteers to make sure that they will be continuing in there posts and if need it look for replacements.
- V. Calling Annual Board of Directors Meeting (Share you vision for you presidency and reevaluate past year.) Discussion of the plan for the year of upcoming year. (This particular meeting must happen in August or September)

End of the Year is in JUNE

- I. Works with the treasurer to determining budget for subsequent year.
- II. Email all Board meeting and General meeting minutes from past year to the Attorney’s Office
- III. Make CD disk of all TAA Files and give that with all documentations to a new President.
- IV. Passes on all TAA files and other paraphernalia to his/her successor.