



NORTHWEST WATERCOLOR SOCIETY **VOLUNTEER RECRUITMENT**

(Name, address, phone #, email will be inserted here)

What is (or was) your profession? _____

Skills we need: Computer, phoning, picture hanging, layout and design, writing, grant writing. Let us know what your specialty is: _____

NWWWS cannot survive without volunteers. Will you please help? Let us know...

Working as a volunteer is a great way to support NWWWS and make new friends! Below is a list of positions and jobs that need to be done for NWWWS to be a successful society. Please indicate where you might be of help. We appreciate it!

Exhibitions - Tremendous amount of manpower required. Even a few hours would help!

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|---|--|
| <input type="checkbox"/> Hang/takedown paintings | <input type="checkbox"/> Write thank you letters |
| <input type="checkbox"/> Work with printer to prepare catalog | <input type="checkbox"/> Find venues for the show |
| <input type="checkbox"/> Obtain awards | <input type="checkbox"/> Print labels and certificates |
| <input type="checkbox"/> Gallery sit | <input type="checkbox"/> Help with reception/awards presentation |

Programs - For our monthly general membership meetings. Amazing demos every month!

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|--|---|
| <input type="checkbox"/> Contact artists or speakers | <input type="checkbox"/> Greet people as they arrive |
| <input type="checkbox"/> Set up the meeting room | <input type="checkbox"/> Purchase and set up refreshments |
| <input type="checkbox"/> Set up/take down audio/visual equipment | |

Workshops - Two per year with renowned master artists. Interact with these inspiring teachers!

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|--|--|
| <input type="checkbox"/> Contact juror/instructors | <input type="checkbox"/> Contacts with participants |
| <input type="checkbox"/> Classroom set up/clean up | <input type="checkbox"/> Provide transportation for instructor |

Newsletter - Produced bi-monthly. Full of great articles, a great resource for members.

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| <input type="checkbox"/> Editor – write articles, work with | <input type="checkbox"/> Contribute articles |
| <input type="checkbox"/> Layout designer and printer | |

Treasurer - Use Quick Books to:

- | | |
|--|---|
| <input type="checkbox"/> Prepare monthly financial reports | <input type="checkbox"/> Prepare annual budgets |
| <input type="checkbox"/> Track income and expenses | |

Membership - Rewarding interaction and primary contact with new members.

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| <input type="checkbox"/> Mail info packets to new & prospective members | <input type="checkbox"/> Update & print membership materials |
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Secretary – Recording

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| <input type="checkbox"/> Record minutes of monthly board meetings | Corresponding |
| | <input type="checkbox"/> Keep track of Signature members |
| | <input type="checkbox"/> Correspond with members |

Other Positions

- Collections – act as caretaker of our permanent collection at the Fred Hutchison Cancer Research Center
- Historian – collect and organize historical records such as board minutes, newsletters, etc.
- Grant writer
- Northwest Watercolor Foundation – promotes water media, provides scholarships and promotes art in schools
- Photographer
- Plein-Aire Coordinator
- Public Art Coordinator – coordinate hanging and sales of member art in public venues, e.g. Overlake Hospital
- Publicity – send show and other activities information to magazines and newspapers
- Video librarian – rent cds to members at meetings or by mail
- Volunteer coordinator – seek members to fill volunteer jobs
- Webmaster – maintain website and field all queries to website.

**Please return with your membership renewal form to:
NWWWS, P.O. Box 50387, Bellevue, WA 98015-0387**