

President	Vice-President	Corresponding Secretary	Treasurer
<ul style="list-style-type: none"> • Schedule and conduct board meetings • Arrange schedule of events with the library and other venues • Schedule and attend ingatherings • Schedule and chair critiques • Represent GVAA at community events • Write President’s Letter for newsletter 	<ul style="list-style-type: none"> • Organize and manage Stow House Art Festival • Attend board meetings • Substitute for President as needed • Attend ingatherings • Critique set-up • Develop Marketing Strategies and send out PR notices 	<ul style="list-style-type: none"> • Take, prepare and distribute minutes for board meetings • Attend board meetings • Assist as needed in other areas 	<ul style="list-style-type: none"> • Keep detailed records of GVAA income/expenses • Prepare and distribute financial reports at board meetings • Prepare and complete bank deposits • Pay bills in a timely fashion • Prepare and send invoices as needed • Pick up and distribute GVAA mail • Attend board meetings
Social Events Coordinator	Newsletter Editor	Director	Director
<ul style="list-style-type: none"> • Organize and run yearly picnic • Organize and run yearly xmas brunch • Organize and run receptions as needed, especially the Picassos for Peanuts reception in December • Provide treats for Stow House Art Festival in September • Attend board meetings 	<ul style="list-style-type: none"> • Collect information for, write and distribute monthly newsletter • Attend board meetings 	<ul style="list-style-type: none"> • Attend board meetings • Provide training and guidance for Social Events Coordinator • Attend board meetings • Assist as needed in other areas 	<ul style="list-style-type: none"> • Organize, manage and be the liaison with the GUSD for the Art After School Program. • Attend board meetings. • Assist as needed in other areas