

## Leadership Chair - Not a Board Position

# Arts Education

Attend all General Meetings.

Attend trainings offered through Region, State, etc as necessary.

Assist in identifying activity and committee leads, for those activities under your area of responsibility (Kiln, Reflections).

Provide monthly newsletter items to keep membership informed of your area of responsibility (ie, reflections, events, art docent, etc).

Complete Committee Plan of Action Forms for any programs, activities or events to be presented at board meetings by VP of Programs on your behalf, preferably one month prior

Ensure each activity chairperson/volunteer is trained for their specific area of responsibility and has whatever resources he/she needs to work effectively.

Provide either written or oral reports/progress updates of all committees at Board and General Meetings as necessary.

Oversee the lead for the Reflections Program. As needed, conduct art workshops, arrange judging of work, send entries to state level, plan recognition of all participants.

Oversee the lead for the Kiln Program - clay art docent lessons taught by a kiln team

Coordinate Art Docent Program. Assemble/train volunteers to lead classroom art lessons. Purchase supplies and maintain inventory for art portable.

Research and coordinate Drama Programs to bring to Stillwater (ie, Missoula Children's Theater).

Art and Culture programs and displays.

Support Arts Day at the school, help find volunteers (if applicable).

Check folder at school at least once a week.

Send any social media posts on behalf of the PTSA to communications.

Upload all pertinent documents to OneDrive by June 30th.

Meet with replacement for following year (if applicable) by June 30th for training.

Keep a list of Art Docent volunteers to ensure that the VPs have a complete list for the end of year volunteer celebration

Ask communications to promote the need for last minute Art volunteers on FB

Request thank you cards from the VPs to fill out and distribute to Art volunteers as needed

Enter Art volunteer event/activity needs into MySchoolAnywhere, send volunteer requests through MySchoolAnywhere, ask communications to post to FB if necessary