

TRENHOLM ARTISTS GUILD

JOB DESCRIPTION

Job Title	Exhibits and Sales Chairman
Revision Date	September, 2006

Position: Elected and is a voting member of the Executive Board
Term: 1 year, may serve a maximum of two consecutive terms

Overview: The Exhibits and Sales Chairman plans and coordinates Guild sponsored displays and exhibitions.

Job Functions:

- Plans and coordinates the annual juried exhibition
- Solicits donations for juried exhibition awards
- Contracts for suitable venue for juried exhibition with approval of Executive Board
- Acquires supplies and materials associated with the juried exhibition
- Publishes the juried exhibition program
- Arranges for and coordinates catering for the annual exhibition with approval of Executive Board
- Coordinates exhibits and sales at other TAG sponsored venues
- Coordinates the Monthly Exhibits by communicating with Monthly Exhibit Volunteers

Requirements:

- Strong commitment.
- Attends Executive Board meetings
- Attends monthly General Meetings

Skills/abilities needed:

- Organizational skills
- Communication skills

Bi-Laws:

Article II, Section 2 Board Members and Duties

“The Exhibit and Sales Chairman shall be responsible for planning and coordinating all exhibits and sales.”

Approved by the TAG Executive Board on November 16, 2006