

# Brief Description of Elected Officer and Committee Chair Positions

## Elected Officers

**President** - Lead General and Board Meetings, be reasonably comfortable using a computer to send email blasts and run Zoom meetings, be able to communicate on all existing platforms, create and execute General Meeting activity, fill Committee Chair positions, monitor what the Committee Chairs are doing, communicate news and updates to the Web Administrator and Social Media Admin, assume a leadership role for the group, and be fully abreast of the MM Bylaws and Charter in running the Not-for-Profit.

**Vice-President** - Support the President as needed and lead live or virtual meetings if the President is otherwise unavailable, assist in finding activities for General Meetings, and be aware of MM Bylaws and Charter.

**Treasure** - Track expenses, issue checks as necessary, file forms with IRS, coordinate banking needs and keep insurance current. While this job is not time consuming, all the functions must be carried out in a timely manner.

## Open Appointed Chair Positions

**Scholarship Committee** - Oversee the Midwest Metalsmith Merit Scholarships. Getting the word out, making the selections, and overseeing distribution of funds. Any questions ask [Deborrah Daher](#) or [Lanie Kodner](#).

**Website Administrator** - Maintain existing website, put up current events, coordinate forms for membership, workshops, etc., and be the communications center for the organization. Any questions ask [Kathryn Bowman](#). Kathryn will train the volunteer on the WIX platform. This free

training could be beneficial to the volunteer in their career as an artist and being able to build their business website.

**Art Show Chair** - Issue call for entry, create marketing materials, email participants as needed, arrange for a venue, and coordinate with MM Social Media Admin to get the word out. Any questions ask [Lisa Koenig](#).

**Social Media Administrator** - This is a new position for Midwest Metalsmiths. All of the officers and committee chairs have been doing this job for their particular job or committee, but it is time to have someone oversee these tasks in a coordinated way. The person that takes this job on would be able to write their own job description coordinating the organizations website output, Facebook Page, Instagram and always and importantly communicating with the membership. Any questions ask [Catherine Geyer](#).