



Helene Hirmes

## Membership Chair

- Encourages existing members to recommend potential new members
- Informs potential members to access our website to obtain the criteria for membership and the application form
- Processes applications and follows-up with email acceptance of new members
- Sends reminders to current members (through “WCA Updates”) that dues are to be received between October 1st and November 30th for the following year
- Collects checks and coordinates payments with Treasurer
- Records payment of dues on roster
- Adds new members to roster
- Emails draft of roster to all members to ask for corrections and updates
- Coordinates with Webmaster to allow new members to show their work images on the WCA Website



Fran Richardson

## Treasurer

- Keeps WCA books: pays, tracks and oversees expenses
- Has a compatible working relationship with the President and meets with her informally to discuss matters coming up with the Board
- Pays for approved expenses incurred by Committees, Website etc.



Pat Pettit

## Recording Secretary

- Prepares and disseminates Board Meeting minutes
- Responsible for keeping accurate written records of all business decisions of the WCA Board of Directors.



## Corresponding Secretary

- Writes and edits WCA News Updates 2 times monthly
- Updates and publishes current information on scheduled WCA events and programs
- Disseminates individual Member notices of upcoming exhibits and special classes, member news, photographs and articles of interest
- Announces information on location and hostesses of upcoming monthly Lunch Bunches
- Disseminates WCA News Updates via e-mail to all WCA members