



Duties of Committees

UPDATED – JANUARY 28, 2025

A. Publicity – shall consist of chairperson, photographer, and anyone the chairperson chooses.

1. Update the BAA website with current photos of BAA exhibitions, membership applications and upcoming events.
2. Contact local media of upcoming events, workshops and exhibits involving the BAA. List is maintained by the Board.
3. Produce reception invitations/announcements for the annual WKNO exhibit and Memphis Botanic Garden shows.
4. Update the BAA brochure as needed and maintain a supply of brochures in appropriate places.
5. Update Facebook as needed so that BAA profile is current and accurate.
6. On occasion, follow up with new and nonactive members of this committee when there are multiple absences.

B. Exhibition – shall consist of chairperson, co-chairperson, and supporting members as needed.

1. Organize and conduct BAA sponsored exhibitions and shows. The chairperson, or designated other, shall see that equipment for hanging artwork is available at these events and shall purchase ribbons and awards for presentation. The chairperson shall work with the Treasurer to ascertain eligibility of artists' submissions for these events.
2. Schedule judges for judged shows and record the critique.
3. Identify and book other venues to display BAA members' artwork. Bring recommendation(s) to the membership for vote, on all new exhibit venues.
4. Gather contacts from Membership for added exhibit venues. Return calls to those interested individuals identified to gather information regarding exhibit venue and protocols. Bring a proposal to membership for vote.

5. Maintain a schedule for exhibit installations.
6. On occasion, follow up with new and nonactive members of this committee when there are multiple absences.

C. Membership – shall consist of chairperson as well as supporting members as needed.

1. At our monthly meetings, greet members and guests and provide a sign-in sheet. Make name tags available for members and provide “stick on” name tags for all visitors. Remind members as possible and practical, to return name tags before leaving the meeting.
2. As possible, provide and collect visitor’s information by offering an information slip to gather: name, address, phone number and e-mail address. The visitor information slip(s) will be passed to either the President or V. President at the end of the meeting.
President or his/her designee:
 - a. will contact all new members by U.S. mail welcoming them to our association;
 - b. will contact all first time visitors, by email, to encourage future visits/membership;
 - c. will maintain a log of contact with new members and first-time guests.
3. Maintain the sign in sheet at meetings and provide a head count for the secretary’s Minutes. Distribute handouts/agenda at meeting.
4. Prepare folders containing membership applications, By-Laws, Committee Duties, Exhibition Guidelines, Website information for new members and interested visitors.
5. Mail monthly Minutes and other information to members who do not have email.
6. Provide name tags for all members exhibiting and attending receptions for any judged show.
7. Update the member roster.
8. Provide “New Member Packets”

9. On occasion, follow up with new and nonactive members of this committee when there are multiple absences.

D. Refreshments - shall consist of the chairperson as well as supporting members as needed.

1. Supply paper products for meetings as purchased by the BAA.
Designate members who will provide snacks/refreshments at meetings and remind those persons of their assignment a week preceding the meeting.
2. Organize receptions and refreshments at extracurricular activities as designated by the Board.
3. On occasion, follow up with new and nonactive members of this committee when there are multiple absences.

E. Education – shall consist of chairperson as well as supporting members as needed.

1. Maintain and update a list of potential speakers and workshop leaders.
Include name, medium, contact information and date of presentations.
2. Plan programs, demonstrations, or speakers for 20 to 30 min.
programs/demonstrations at monthly meetings eight (8) times a year.
3. Arrange and schedule workshops at least three (3) times a year.
4. Plan get togethers, plain air events and other educational field trips.
5. On occasion, follow up with new and nonactive members of this committee when there are multiple absences.