

Volunteer Directory

Board of Directors

President– Sandy Price

- President's Note for newsletter
- Newsletter proofreader
- LAA Treasurer (temporary)
- Shows Oversight Team
- Senior Teas Coordinator

Vice President– Sheila Fossen

- Shows Oversight Team liaison
- Shows Hospitality liaison
- Human Resource liaison
- Member Care Team Leader(temporary)

Secretary– Jody Faught

- Board Meeting agenda and notes
- Name tags for general membership
- Virtual meeting set-up for Board meeting absentees
- Membership Roster maintenance
- New Member Welcome Letters
- Document Committee liaison
- Workshops Coordinator (assign facilitators, keep rolls, assist with instructors' needs)
- Grant-Writing input

Treasurer – Open position – Sandy Price (temporary)

Director-at-Large– Brenda Weissman - Grant-Writing liaison

Director-at-Large– Ani Liggett

- Communications Team liaison

- AIPP liaison
- Outreach liaison
- Nominating Committee member

Director at Large– Renee Woolard

- Technology Chair – All things related to LAA website
- Google Workspace Administrator – Manage email accounts and shared drives
- Domain Manager – Yearly domain renewal and security
- LAA Website Calendar Updates
- Square Account Manager – Provide reports and manages the use/access of
- Square
- Registration Report Manager – Provide registration reports to Show managers

Director-at-Large – Dori Stickles

- Shows Production Team member
- Newsletter proofreader
- Nominating Committee member

Communications Team

- Team Leader - Jane Elvins
- E-blasts - Jane Elvins, Gail Smith
- Newsletter Editor - Mary Martin
- Newsletter Proofreaders -Sandy Price, Dori Stickles, Jane Elvins
- Publicity (ads for local newspapers, notices to on-line arts/cultural outlets) - Alexandra Busby
- Coordinator Social Media Team – Stephanie Coffin
- Member Survey team - Helen Harrison, Ani Liggett, Jane Elvins

Featured Programs

- Art in Public Places - Colleen Tucker (Team leader), Gail Smith
- Youth Art Show - Jane Evans, Ann Christopher, Cheryl Townson, Sheila Fossen, Lynn Berggren, Kathy Klepac
- Plein Janes/Joes - Jane Evans, Laura Hagar
- Taste of Louisville- Jane Evans

- Drawing Study Group -Helen Harrison

Monthly Member Programs

- Programs Emcee – Sandy Price
- Demo Coordinator (temporary) - Helen Harrison
- Technology support - Helen Harrison, Andy Schwartz, Gail Simonson
- Photography- Andy Schwartz
- Member Care (temporary) – Sheila Fossen

Nominating Committee

- Camilla Pratt - Chair
- Members: Dori Stickles, Kim Roller, Ani Liggett, Cheryl Townson, Lynn Sarkis

Shows Production Team

- Production Team Leaders - Lynn Sarkis, Dori Stickles(Board Liaison)
- Shows Administrative tasks (produce prospectus drafts, order ribbons)
- Recruitment of Show Committee Chairs - Dori Stickles
- Recruitment of Show team members, Show Treasurer - Sandy Price, Sheila Fossen, Dori Stickles
- Recruitment/Contracts of Show judges - Dori Stickles
- NPS Coordinators - Kirk Fry, Rich Saxon
- CaFE Coordinators for NPS-Rich Saxon, Dawn Hendrix
- Spring Member Show Coordinators -Jody Faught, Carol Tuttle, Lynn Sarkis

Show Tech Support- Gail Smith

- Virtual show creation
- Show entry forms
- Inventory forms for bin work
- ID tags for submitted works

Shows On-Site Technology Support - Andy Schwartz, Gail Simonson

Online registration, website updates-Renee Woolard

Show Treasurer (SMS, FMS only) - Lynn Berggren

Hospitality (SMS, Theme Show, FMS only) - Cheryl Townson

Shows poster design -Lydia Potoff (NPS, SMS)

Poster distribution Louisville -Charlie Fisher

Publicity- Alexandra Busby

- Event notices to local cultural venues
- Ads for local press

Facebook posts promoting LAA events-Helen Harrison, Jane Evans, Andy Schwartz

Coordinator Social Media – Stephanie Coffin

Facebook ads (NPS only) - Kirk Fry

Oversight of Show Publicity (e-blasts, Facebook posts)- Jane Elvins

Show Hanging Coordinator (NPS, SMS, NFAS, FMS)-Darcy Johnson

Show Signage Coordinator - Kim Roller

Senior Teas Coordinator- Sandy Price

School Visits Coordinator-Jane Evans

Volunteer Signups-Malene Mortenson, Rosemary Lohndorf

Website Support Team

- Team Leader - Helen Harrison
- Website Member Gallery - Gail Smith

Workshops and Dabblers

Production Team Leader (temporary) – Helen Harrison

- Workshop booking and fee negotiations (temporary)
- Instructor Contracts
- Demo Coordinator (temporary)

Workshop/Dabbler Coordinator - Sandy Price

- Communicate with instructor and participants
- Lead/Delegate workshop setup, takedown, cleanup

Hospitality Coordinator - Cheryl Townson - Assists with refreshments

Technology Support -Helen Harrison, Andy Schwartz, Gail Simonson

PANDA (Photography and Digital Art workshops)– Kirk Fry

Generates ideas for instructors and topics

GLOSSARY OF TERMS:

Team and Team Leader– people working together on an ongoing basis to carry out a specified organizational function, such as communications

Committee and Chair– people working together for a limited time, such as a certain show

Coordinator- someone who provides leadership by delegating responsibilities to volunteers, then oversees that things are getting done when needed

Show(s) Production - all of the tasks involved in putting a show together, such as writing the prospectus, registration notification, publicity, scheduling volunteers, etc.

Liaison- a member of the Board of Directors who works with a team or committee to complete a task, then serves as a communication link back to the Board

Oversight- keeping track of the various parts of a task or the various people involved in a common task to ensure that things are working together smoothly

End Notes:

- **Jane Evans** and **Jane Elvins** are two different people despite having similar names
- This reference document is accurate as of Feb. 2023 and will be updated several times per year. After this initial distribution to all LAA members, it will be kept on the LAA website in Member Center under the label “Volunteers Directory.”
- All roles/positions showing “temporary” are ones that need someone to take over. Anyone interested can contact that person directly, or can contact Jane Elvins. Contact information for all parties can be found in our current LAA directory.
- Any member directory changes needed should be sent to Jane Elvins (janeel@louisvilleartassociation.org).