



PAPA Chapter Officer Roles and Duties

President:

- The President sets and presides at all meetings of the Chapter (once a month or once every other month as decided by the Chapter).
- The President is chief spokesperson for the Chapter & makes important connections in the community including, but not limited to art buyers, sponsors, artists, public officials and news sources.
- Along with the VP, the President coordinates events, assists in promotion, grows membership, and chooses beneficiaries.

Vice-President:

- Along with the President, the VP coordinates events, assists in promotion, grows membership, and chooses beneficiaries.
- The VP recruits volunteers.
- The VP writes the e-newsletter once a month or every other month with the help of the Communications Officer and volunteers.
- The VP finds and connects with local Plein Air Groups for Paint Outs.

Communications Officer:

- The Communications Officer keeps minutes of the Chapter meetings and maintains the Chapter's records and documents.
- The Communications Officer promotes events on all social media, creates a local PAPA Facebook group, writes and distributes press releases, sends email blasts, submits events to local calendars of events, and assists with e-newsletter.