

Visual Art League of Lewisville (VAL)

Position Description: President

by Chuck Hendrickson, VAL President 2017-19

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The President is the general leader, representative, and organizer of VAL. As the chairperson of the VAL Board, the President presides over the monthly Board meetings and has a vote when the Board votes on matters. The President is elected annually by the members, with a limit of two consecutive years in the office. The VAL Bylaws require that one must have been a VAL member for a year to qualify to be President.

Here's a description of what actions the President is generally expected to be responsible for:

- Represent VAL. This includes speaking at functions such as the LISD show reception, the VAL show receptions, and the Angel Awards. Keep in contact, and in good relations, with the MCL Grand folks.
- Be aware of the various things that VAL is up to. We have a group of VAL members, many on the Board, that get the many VAL plans and activities done. It's useful to keep a list up-to-date of who to contact about these. Also keep up with the VAL-related emails; some of these will need your input and others will not.
- Prepare an agenda for the monthly Board meetings; send this out to the Board a couple of days before the meeting. I use the previous month's agenda and update it, checking emails, messages and the VAL website. Lead the Board meeting based upon the agenda topics. It helps to know something about "parliamentary procedures" for issues and voting, etc.
- Be the Emcee for the monthly VAL member meetings. It helps to have a list or outline of the events, speakers, etcetera to tell the members about.
- The President will generally be one of the officers to co-sign agreements with the MCL Grand, grant proposals, and Treasurer reports for the City Grant.
- The President and Treasurer, with perhaps one or two other members, should develop the annual budget, in consultation with the Board. This budget needs to be approved before applying for the City Grant. You will also be involved in writing and submitting the application for the City's Arts Support Grant each year.