

## Officers - Clayfolk Board Positions

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**President**                      Pts 15              Yrs 3              (r) elected annually

Set agendas and run 6 board and 5 general meetings. Work with the Show Chair and oversee how everything is going. Update with the Board annual calendar of all meetings and newsletters. Provide information for newsletters including opportunities for members to make points. Distribute point forms to Scholarship and Library Chairs and give points for Board members to the Point Chair. Each January update webpage information with the Vice President.

**Vice President**                      Pts 6              Yrs 3              (r) elected annually

Attend Board meetings, general meetings, and run meetings when President is unable to. Assist President with updating the webpage annually.

**Treasurer #1**                      Pts 12              Yrs 3              (r) elected annually  
Receives 1/4% of proceeds from the annual show

Write checks to Members and Accounts Payable. Assemble yearly information and deliver to tax preparer. Maintain electronic spreadsheet and file all pertinent receipts and statements. Regularly attend Board meetings and reports fiscal health to Members and the Board.

**Treasurer #2** (Show)                      Pts 12              Yrs 3              (r) elected annually  
Receives 1/4% of proceeds from the annual show

Work with show venue representatives and Show Chairs. Tally yearly show receipts and individual artist show sales. Collect and deposit all monies during the show and throughout the year. Consult annually with scholarship committee. Regularly attend Board meetings.

**Secretary**                      Pts 9              Yrs 3              (r) elected annually

Take minutes and keep track of board and general meeting notes. Record attendance at meetings and give points to the Points Chair. Vote on board decisions. Provide meeting notes to webmaster. Be available to give members general information.

**Members at Large** (3)                      Pts 3              Yrs 3              (r) elected annually

Attend all board meetings, present the concerns of the members to the board. Vote on all board decisions including the selection of chairpersons. Assist with tasks as designated by President. If the Secretary isn't at a meeting, will take minutes and collect sign-up sheet.

## **Committee Chairs - Membership Positions**

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**Co-Workshops**                      Pts 10              Yrs 3              Works alone or with co-chair.

Set up two to three workshops per year. Contacts workshop artists, advertises to our membership and elsewhere, collects monies, assists the artist and runs the workshop. Two co-chairs split tasks and points.

**Empty Bowls**                      Pts 6              Yrs 3

Separate Chair each for Jackson and Josephine County. Collects work from potters and helps organize events with various groups to sell pots to donate monies to local food banks.

**eNews**                                  Pts 4              Yrs 3

Responsible for all electronic/email communications sent to the membership.

**Library Committee**              Pts 3              Yrs 3              Works with 1-2 committee members

During the third year of term, a trainee will earn 1 pt. and become the new Chair the following year. Keeps a list of books and DVD's previously donated to the library. Selects and buys books and DVD's for libraries in Jackson and Josephine counties.

**Membership**                      Pts 9              Yrs 3

Keep members information up to date, add new members as needed, print labels for newsletter, and send out membership list to members at least once a year.

**Newsletter**                      Pts 15              Yrs 3

Organize Clayfolk information, format, copy/collate and send out 5 newsletters per year. Send email copy to webmaster and eNews Chair.

**Photo Cube/Photography**              Pts 5              Yrs 3

Maintain the photo-cube, rent out cube to members, has cube available during the Clayfolk show for members to use. Take photos during the show of customers, booths and participants.

**Points**                                  Pts 9              Yrs 3

Organize and update points yearly - works with President, Show Chair and others to update points.

**Programs**                              Pts 3              Yrs 3

Plan programs for three general meetings a year. Program can be a visiting or local artist doing a demo, info that helps with self promotion, and ways to stay ergonomically healthy.

**Scholarship**                      Pts 3              Yrs 5              Works with 2-4 committee members

Advertise the annual scholarship, create application, process applications. Select candidate. Work with 2 to 4 other committee members who get 2 points, serve 3 years.

**Webmaster**                      Pts 6              Yrs 3

Webmaster will maintain and update web page. Webmaster also serves on Promotions committee during the annual show.

## **Clayfolk Show Positions**

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**Show Chair**                      Pts 15              Yrs 3              Works alone or has trainee.  
Receives 1/2% of proceeds from the annual show

In charge of running the show, organize the two mandatory pre-show meetings, as well as the post show wrap meeting. Update yearly application, select committee chairs, work with the board making policy changes.

**Promotions**                      Pts 8              Yrs 3              Committee is 4 people.  
Receives 1/8% of proceeds from the annual show

Promote Clayfolk through free media by writing articles on artists and the show. Develop other types of free promotion.

**TV Radio**                      Pts 4              Yrs 3              Works alone or with trainee.  
Receives 1/8% of proceeds from the annual show

Promote the show through paid TV and Radio ads and Public Service Announcements.

**Advertising**                      Pts 12              Yrs 3              Works alone or with trainee.  
Receives 1/4% of proceeds from the annual show

Design mailer and poster for the show; design and place paid advertising. Coordinate with Print, TV/Radio and Mailer Chairs.

**Sales**                      Pts 8              Yrs 3              Committee is 5 people

Order supplies, oversee set-up and tear down sales area. Do a pre-show training of cashiers. Be team captain for a shift, train committee members.

**Visa**                      Pts 8              Yrs 3              Works alone or with a Co-chair.

Set up and maintain visa machines. Work with the bank, phone company and venue staff. Work during the show to keep the machines working.

**Building**                      Pts 8              Yrs 3              Committee is 5 people.

Responsible for floor layout and electrical cords for booths, phone cords for visa terminals, and interface with the Armory staff. Does periodic safety check on the outside of the building during the Show.

**Group Booth**                      Pts 8              Yrs 3              Committee is 4 people

Set-up and tear down group booth. Communicate with group booth participants before the show (often group booth participants are new to the show) guide group booth members to choose their spaces to set up. Before show communication, during the show set-up and tear down. Group booth participants can help with set-up/take down as well.

**Sales Tags**                      Pts 6              Yrs 3              Works alone or with trainee.

Responsible for keeping artists' pages accurately tallied and ordered alphabetically at the end of each day.

**Cash/Check**                      Pts 6              Yrs 3              Committee is 2 people  
or one member and one trainee.

Count cash and checks during show. Provide accurate tallies at the end of each day.

**Demonstrations**                      Pts 6              Yrs 2              Committee is 2 people.

Set-up and take down demonstration area, get clay and potters wheel for demos. Do a 1 ½ hr

**Info Pack/ Work shifts**      Pts 6            Yrs 2            Works alone or with trainee.  
Assign work shifts, (coordinate with Children's Area Chair and others if necessary) design and mail participants' information packet.  
demo, organize other demonstrators.

**Children's Area**                      Pts 6            Yrs 2            Committee is 6 people.  
Set-up and take down Children's area, get clay (donated if possible). Organize committee shifts to coordinate with general work shifts, coordinate with Work Shift Chair.

**Mailing**                                  Pts 6            Yrs 3            Works alone or with trainee.  
Keep mailing list current. Oversee printing and mailing of the printing company, coordinate with Advertising Chair.

**eCard**                                      Pts 4            Yrs 3            Works alone or with trainee.  
Arranges for customer email addresses to be entered into a data base. Responsible for sending out annual eCard. Trains greeters on use of computer and inputting e-mail addresses.

**Refreshments**                      Pts 4            Yrs 2            Committee is 2 people  
Provide food and beverages for customers Friday night and for the artists during the show up-stairs.

**Music**                                      Pts 4            Yrs 2            Works alone or with Trainee.  
Arrange for live music Friday night, keep appropriate music playing during the show, set-up and take down PA system.

**Signs**                                        Pts 4            Yrs 2            Committee is 1 person.  
Responsible for all signage (accept floor plan), put-up and tear down. Before show work includes getting signage printed, large sign updated, name tags made.

**Storage/Transportation**      Pts 4            Yrs 2            Works alone or with one other person.  
Transport to and from the show items in storage.

**Show Secretary**                      Pts 3            Yrs 3  
Takes minutes at the January, August and October Show Chair Meetings. Types up minutes and sends to the Show Chair, Show Chair Trainee (if applicable), President and Secretary.

**Social Network**                      Pts 2            Yrs 3            Works alone or with Trainee  
Update social media with on going, and upcoming Clayfolk and Clayfolk Member information.

**Sunday Door Prizes**                  Pts 4            Yrs 2            Works alone or with trainee.  
Sunday 10am-3pm set-up in greeting area, have customers sign up for gift certificate (which gives us feedback on our advertising) and award gift certificates towards pottery purchases.

**Photo Ménage**                          Pts 2            Yrs 3            Works alone  
Collects digital images from the annual show, edits/crops/adjusts them as needed, compiles them into small (gif) animations and slideshow(s) for the webpage.

**Names/Floor Plan**                      Pts 2            Yrs 3  
Create and get printed maps of booth layout and names for the public.