

ASSOCIATION OF THE ARTS CHAIRMAN

Revised - July 2012

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *Write short articles for the August/September, December/January and February/March issues of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES AND PROCEDURES section. Encourage members and chapters to display their talents at State and National conventions.*
4. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES AND PROCEDURES section.*
5. *At the beginning of the year, formulate plans and determine how you want to promote and increase participation in the Association of the Arts. Discuss these plans and ideas with the State President and obtain her support and approval.*
6. *Solicit information and type a list of talents of Oklahoma members. The chapters may use this list if they are looking for an educational program. Place this list in your file and give to your successor.*
7. *Coordinate and make arrangements with the Convention Chairman for a display room at convention. The Association of the Arts Chairman or designee will be in charge of the display room during hours specified in the convention program. There may be some space limitations, and if so, the Convention Chairman will notify you. Keep State President informed of these arrangements*
8. *Before April 1, prepare adequate number of judging forms for Division I and Division II contest entries. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function.*
9. *Immediately after April 1, prepare a list (city, chapter name and number) of chapters submitting entries in all divisions of the Association of Arts Contest and mail to the Outstanding Chapter Chairman.*

ASSOCIATION OF THE ARTS *(Continued)*

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10. *Present awards at convention. The awards presentation must be brief. Have available check-in and **check-out sheets** for display items. Refer to the STATE CONVENTION POLICIES and PROCEDURES section.*
11. *Give copy of judging sheet to entrants when they check out.*
12. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
13. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
14. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*