

Dear Members,

With an all-volunteer organization such as ours, it is important we have the support from the membership by having them be willing to get involved to see the organization continue to grow and thrive. One of the most important duties of any organization is to have a functioning board of directors and officers capable of handling the responsibilities that ensure the group's continued success.

We've had wonderful people who have given their time and effort to see this group flourish but their term of office is now coming to a close. Therefore, we have established an election committee to begin the process of soliciting and vetting nominees to be elected as replacements for the current officers and board.

Beginning September 1, 2020, we are opening the nomination process. Members are encouraged to nominate other members, or themselves to serve on the board, or as officers. Any nomination recommendations may be made by email to the election committee.

The **Election Committee** is comprised of the following members:

Bronwen Chandler bronwen_chandler@hotmail.com

Carron Wedlund carronw@bellsouth.net

Randy Pitts randypitts@comcast.net

Please send any nominations to the Election Committee. Some of you may be getting calls from the election committee to see about your interest in becoming a board member or officer.

The nomination process will be from September 1st, through October.

Our goal is to have a slate of nominations for the board and officers, fully vetted, by the November Group meeting. The nominees will be presented to the membership and the membership will hold the vote on the slate of nominees at the November group meeting.

Per Our Bylaws

Eligibility:

The Board of Directors shall also be known as the Planning Committee. **The Board shall consist of the Officers, Immediate Past President, and up to five other Directors.** Individuals who are nominated or who volunteer for Board positions must be members at the time of nomination and possess the skills and commitment required to serve as Board members and potential Officers.

Terms of Office:

Board members shall serve a term of two years, with a limit of two consecutive terms. A term of office shall be January 1 through December 31. There is no limit to the number of terms a Board member can serve, provided there is an unserved period following any two consecutive terms. If the term filled has less than one year remaining, i.e., due to filling a vacancy, the term shall not count as a full term and the Board member may still serve two additional terms.

Elections:

Members of FCPAP shall nominate and elect the Board of Directors in the following manner:

- A. Individuals may volunteer for election to the Board or be nominated by the membership. Nominations shall be solicited by the Election Committee starting in September and must be received no later than the October group meeting.
- B. Nominees shall be vetted by the Election Committee to confirm eligibility and ensure an understanding of the duties of Board membership prior to finalizing the nominations.
- C. The Secretary shall support the Election Committee by means that include, but are not limited to, explaining the duties and eligibility for Board membership, providing sample correspondence for the Election Committee to use in their solicitations, acting as a resource for communication to the membership, preparing the nominations for the membership meeting agenda, and counting ballots.
- D. Election of Board members shall be held during the November group meeting. Individuals receiving the most votes shall be elected to the Board; election of Officers shall immediately follow. Terms of office will commence immediately following elections.

Duties:

1. The President's duties shall include, but not be limited to, the following:

- a. Set goals for the group
- b. Perform administrative duties such as signing legal documents
- c. Supervise activities of the group
- d. Represent the group
- e. Preside and keep order at meetings
- f. Ensure fairness and impartiality, and protect the rights of the members

2. The Vice President's duties shall include, but not be limited to, the following:

- a. Act in the capacity of President in the event that the President is unable to perform his duties, including but not limited to, periods of absence or vacancy
- b. All responsibilities and rights of the President are conferred on the Vice President in these instances

3. The Treasurer's duties shall include, but not be limited to, the following:

- a. Be responsible for receiving and disbursing the group's money, including but not limited to, receiving and depositing membership dues in the group's bank account
- b. Maintain records to aid in the collection and tracking of annual dues
- c. Pay bills incurred by the group
- d. Give financial report at group and/or Board meetings
- e. Balance and reconcile group accounts
- f. Prepare any tax, audit or financial documents required by law on behalf of the group
- g. Work with the Board and/or committees to prepare annual group budget

4. The Secretary's duties shall include, but not be limited to, the following:

- a. Keep all records of the group
- b. Prepare agendas
- c. Handle correspondence
- d. Send meeting notices
- e. Take and record meeting minutes
- f. Disburse action items from meetings to the appropriate people and follow up for resolution
- g. Performs other administrative duties as assigned by the group
- h. In the absence of a designated Membership Committee, the Secretary also maintains the group contact list, Facebook page, paint out locations list, new member welcome process, and other documentation as necessary for the group.

Due to the COVID-19 Pandemic, nominees for the board and the officers will be collected by email. Please note the email addresses of the Election Committee members in this email document. Once the nominees have been collected, a slate of nominees will be provided to the membership and a vote of the membership on the nominees will be held by email ballot. Deadlines for nominations and the election will follow the usual meeting date schedule as indicated in this document.

WE NEED YOU: Running a volunteer organization is hard, but worthwhile. If we're to have a vibrant and effective arts organization with a community presence, we need you!! If you are organized, driven, detail oriented, and have a vision for the future of our organization, please consider volunteering. Your participation is our key to success!

While the elections focus on the selection of the Board and New Officers, there are other positions, such as committee chairs, that require volunteers from the membership. Committee Chairs include Corresponding Secretary, Plein Air Site Coordinator, Show Committee, and Workshop Committee. Also, we need volunteers that can help run and maintain our website.