

## First Vice-President's Key Responsibilities

The Program Committee shall be chaired by the First Vice— President. While the relationship with the meeting facility is held by the president, the First Vice President works with the president to ensure that meeting space has been reserved prior to all events.

The Program Committee plans and coordinates all program activities for general meetings, workshops, as well as securing presenters for programs. Planning includes submitting a preliminary program for board approval at the annual planning meeting usually in November. This plan should already have artist booked for the up-coming year and planned for the future years in the works.

Coordination includes managing all operational details , room set-up, audio/video equipment, and restore the room to its proper order.

Responsibilities are summarized below and explained throughout this section:

- Set schedule of presentations in conjunction with the Executive Committee.
- Report future planning and current execution progress following the three year plan.
- Set-up facility for monthly programs.

The First Vice President also appoints someone to arrange workshops and Masters' visits. The ensures that attending to the needs of the artist and workshop participants, setting out sign-up sheets as needed to fill workshops. Coordinating all activities at the workshop and sending thank-you letters to artist.

- Set workshop fees and sign-up deadlines in conjunction with the Executive Committee.
- Prepare a "sign-up" roster that includes name, phone number and e-mail address and ensure participants are members
- Collect bills and fees and present accounting
- Keep everyone posted on the progress of the planning

## Second Vice-President's Key Responsibilities

The Special Events Committee shall be chaired by the Second Vice— President who appoints sub-committee chairs as needed for specific events.

The Special Events committee will coordinate, promote, and oversee sponsored community activities outside of the regular meetings, workshops and classes. This committee promotes the art and bonsai activities in the community. This includes exhibits, shows, including State Fair, Folk Fair International, MBS Club shows and exhibits and sponsoring of booths at local events.

The Second Vice-President's arranges community sponsored activities workshops and Masters' visits by attending to the needs of the guest , setting out sign-up sheets as needed to fill workshops. Coordinating all activities at the workshop and sending thank-you letters to artist.

- Set workshop fees and sign-up deadlines in conjunction with the Executive Committee.
- Prepare a "sign-up" roster that includes name, phone number and e-mail address and ensure participants are members
- Collect bills and fees and present accounting
- Keep everyone posted on the progress of the planning.