

# It's Election Time!

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WE WANT YOUR VOTE

VOTE

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Yes it's that time of the year. All offices in the CTAA are up for grabs! So PLEASE think about the direction you want this organization to go. For this group to attract new members, and keep the ones we have, we need participation! We need ideas, involvement, workshops, excitement and most of all we need you! What we want is for you to REALLY think about these things and make a choice on who you want take these offices! It takes ALL of us to make this group work. Step up to the plate and get involved! Run for an office! We will be taking names for nominations at the Christmas party. Voting will take place in January.

The next pages will explain the jobs of each office. Please read through them.





# CTAA Offices and Job Descriptions

You may think this is a boring newsletter but it's important! I'm taking the time to break this down for all of you (do you realize how long it takes me to do this) so you really should read it!

## Office of CTAA President

.....  
Currently held by Gale Cochran-Smith.

This office also shares the Webmaster position currently with Janet Everitt-Forté

Provide overall direction for the group on an annual basis

Conduct monthly meetings, coordinating with other officers on the scope of the meeting and items for discussion and presentation

Represent CTAA when conducting business with outside vendors, associations, groups, venues, museums, etc.

Coordinate with outside vendors, associations, groups, venue, museums, etc. to organize art shows and other CTAA participation in community events and outside activities

Represent CTAA on the Board of the Big Country Art League

Maintain & update website as needed

## Office of CTAA Vice-President

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Currently held by Debbie Malone.

Operate on the President's behalf if the President is unable to perform any duties due to illness, time constraints, conflicts of interest, or conflicts of time, etc.

## Office of CTAA Secretary/Treasurer

.....  
Currently held by Jesse and Gwen Coulson.

Write meeting minutes for each month's meeting & email to members

Provide monthly Treasurer's report and include with meeting minutes in email to members

Write checks and make bank deposits as directed by President / Vice President

# Office of CTAA Program Chairman

**Hold  
an  
Office!**

Currently held by Ginger Walker



This office also has a backup chairman,  
currently held by Gale Cochran-Smith

Research North Texas and South Oklahoma artists and those involved in the arts for possible program presentations for monthly CTAA meeting - and then finalize the event.

Do the same for possible art workshops that could be conducted locally for a nominal cost

Coordinate each meeting's presentation regarding location, subject, manner of presentation planned, equipment needed, etc.

Write thank you card after each meeting presentation and coordinate with Treasurer for payment of any fee

# Office of CTAA Membership Chairman

Currently held by Janet Everitt-Forté

This office also shares the Webmaster position currently with Gale Cochran-Smith

Issue membership cards

Issue event cards for each artist to accompany artwork

Update and distribute membership list

# Office of CTAA Publicity Chairman

Clearly the most important position and currently held by ME!

Write an awesome monthly newsletter in advance of each month's meeting

Take photos at the meetings

Write & distribute emails as needed to provide notification of events and news concerning CTAA's ongoing activities

Submit articles to local papers one to two weeks prior to the monthly meeting announcing the meeting presentation and/or events

Submit articles to local papers on events and shows in which CTAA is involved

Work with Bowie News (in May) to write the CTAA article for the Montague County Visitors' Guide

**Exercise Your Right To Vote!**

# Some Thoughts on this Subject

I am just starting my 3rd year of membership in the CTAA. Last January I became what started out as the Publicity/Newsletter Co-Chairman. I now hold this position as the Chairman. Holding a Chairman's position, to me, means I have a responsibility to the CTAA to do the best job I can do every month. I normally spend over 4 months during the summer in Colorado but I still continued to do the duties of my position. That's what these offices mean, you do your best every month. And I enjoy doing the newsletters, a position I would like to continue to do. So my name will be in the running for the Office of Publicity and Newsletters.

I know there are people who have been in this organization a lot longer than I have and have never held an officer's position. I also know there are several people who have held offices year after year. I realize it's not for everyone, it's a lot of responsibility. But if you want the CTAA to keep the members we have and to attract new members you need to voice your opinions and/or take the action to hold a position helping to run the organization.

So I'm asking each of you to think carefully about why you joined, to decide what you want out of this organization and how you will contribute to making it better.

You can send me questions, ideas and comments. I will post them in the next newsletter prior to our January meeting.

Jennifer Hammer

Publicity/Newsletter Chairman

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