

WAUPACA COUNTY HCE

Title: Cultural Arts Chair Job Description

Purpose: Coordinates cultural arts program for Waupaca County HCE.

Responsibilities:

1. Serve as voting member of the Executive Board.
2. Develop a plan for an educational cultural arts emphasis.
3. Keep Executive Board and membership informed of program through newsletter articles and announcements.
4. Attend and participate in monthly Executive Board meetings and the annual Spring and Fall meetings. Encouraged to attend District trainings and WAHCE State Conference.
5. Coordinate (secure judge and arrange exhibits) the County Cultural Arts Show at the Recognition Banquet.
6. Coordinate the registration and delivery of county cultural arts entries to State meeting.
7. Prepare and present written reports for monthly Executive Board Meetings plus the annual Spring and Fall meetings.
8. Prepare any required state reports.
9. Maintain a file of pertinent information and present to successor at end of term.

Qualifications:

1. Knowledge of WAHCE and local organization.
2. Leadership ability.
3. An interest in cultural arts.
4. Organizational skills.

Term: Two years (renewable)

Time Commitment:

1. Attend Executive Board meetings, annual Spring and Fall meetings. Encouraged to attend District and State meetings.
2. County program planning.
3. Organize and host cultural arts programs and activities.
4. Orientation for successor.