



Job Descriptions

The Oregon Potters Association is a non-profit, tax-exempt organization. All OPA jobs are non-paid voluntary positions.

OFFICERS:

President:

15 points. Presides over all OPA board and general meetings. Attends all

Showcase Steering Committee meetings. Works directly with Showcase Chair. Communicates with all OPA committees. Advises and directs all board members on their assigned projects. Represents OPA at NCECA conference (and attends conference free of charge). Often works on one large project, for instance updating by-laws or de-acquisitioning Permanent Collection.

President Elect:

9 points. Should have a good knowledge of OPA. Attends general and board meetings. Conducts meetings in the absence of the president. Attends Showcase Steering Committee meetings if possible. Steps into ad hoc committee work as needed. Presents outgoing President with a thank you gift.

Secretary:

9 points. Responsible for attending and taking the minutes at 6 general meetings and 6 board meetings. Types minutes in a timely fashion and sends to President and Board. Keeps OPA records.

Treasurer:

2 year position. Keeps all the books for OPA and Showcase. Attends many meetings of OPA, Showcase and with paid bookkeeper.

BOARD:

Newsletter Editor:

15 points. Writes the newsletter 6 times per year. Each newsletter takes 12-16 hours to write. Checks PO Box, compiles information from various sources. Needs to be computer literate.

Program Chair:

9 points. Arranges five 45-60 minute programs which follow business part of OPA meetings. Presentations should be of interest to members: slide lectures, demonstrations, discussions of clay related topics. July meeting is traditionally the "Best of Show" winner from Showcase giving a demonstration. Informs newsletter editor of upcoming programs. Stores OPA slide projector.

Past President:

6 points. Supports President and continues working on OPA projects.

Ceramic Showcase Chair:

15 points. Clearing house for all questions, general organization, Showcase meeting schedules, etc. Coordinates all Showcase Chairs and Committees. The Past Showcase Chair also receives 6 points for their continued input and work.

At Large Board Members:

(12 positions, 6 points each) At Large Members work with the Board on special projects and committees. Must attend 6 board meetings, discuss & vote on issues and share in the responsibility of running OPA. Some of the projects have included: de-aquisitioning the Permanent Collection; revising OPA by laws; coordinating group buys; helping with Empty Bowls; answering the OPA phone line.

COMMITTEE CHAIRS:**Membership:**

9 points. Maintains and updates current and past membership files. Compiles and publishes OPA membership list at the beginning of each year. Sends welcome letter and back issues of newsletter to each new member who joins mid-year.

Adds new members, renewals & address changes to bi-monthly newsletter, prints address labels for bi-monthly newsletter.

Hospitality:

6 points. Sets up snacks & drinks area before each OPA general meeting. Set up requires bringing the coffee and teapot, napkins, etc, cleaning up after meeting. Stores equipment. Works with picnic committee.

Empty Bowls Chair:

12 points. For Portland-area Empty Bowls Event. Knowledge of the history of Empty Bowls project is helpful. Arranges for the collection of bowls that are donated throughout the year. Must be available to take part in set up, take down and the running of the Waterfront Blues Festival Empty Bowls booth the week of July 4th. Coordinates volunteers to work all aspects of the show. Works with the Oregon Food Bank regarding booth and sales. Publicizes Empty Bowls to a variety of press organizations- writes press releases and provides photos. Provides Newsletter Editor with Empty Bowls info.

Empty Bowls Co-Chair:

6 points. Work hand in hand with Empty Bowls Chair. See above description.

Picnic:

6 points. Coordinates where the picnic will be, who will bring what food items, works with members to buy chicken and beer, gets OPA members to help with event, arranges entertainment (pottery lottery, pot smash, music). Sends newsletter editor info. Cleans up after picnic.

Web Master:

9 points. Must be connected to the World Wide Web and be able to create & edit Web Pages. Updates OPA Web Page info which includes: adding links to member pages and other web servers, adding new pages to the OPA site for members, updating Showcase page before Showcase each year, include an edited, updated copy of the newsletter, check email, pass on pertinent info as necessary. Pays web-hosting service and keeps correspondence on file. Keeps board apprised of web page happenings and makes changes at board's request.

Workshops:

6 points. Organizes a few workshops per year with local and/or visiting artists.

Clay in Education:

6 points. Reviews projects submitted by members for educational clay activities in their communities. Determines number of hours for which instructor may be paid. Assists and advises about procurement of materials, tools, firing space, etc. Organizes the Clay in Education area at Art in the Pearl.

Justice Center Window Coordinator:

6 points. Co-ordinates displays in the Justice Center Windows (downtown Portland). Sets up and breaks down many of the displays. Display changes every 4-8 weeks.

Mentor Program:

6 points. Matches established OPA members with new members to help welcome them to the organization and advise them about necessary clay info.

SHOWCASE

For those who are mystified by how Showcase is run, the Showcase Chair is an elected, board position within OPA. The rest of the Showcase Committee Chairs are appointed by the Steering Committee. These appointments are made by interested people reading the list of available positions in this newsletter and applying to the Committee Placement Chair. This Chair then takes the applications to the Steering Committee meetings.

The Steering Committee consists of: OPA President; Showcase Chair(s); Publicity Chair(s); Treasurer; Building Chair; Bookkeeping Chair; Sales Chair; Points Chair; Past Showcase Chair; Committee Placement Chair; and Secretary. Showcase Steering Committee meetings are open to all OPA members, and any Showcase Committee Chair (not only Steering Committee members) are allowed to vote at these meetings.

DESCRIPTIONS OF SOME OF THE SHOWCASE JOBS THAT EARN POINTS ARE BELOW:**TRAFFIC CHAIR:**

Oversees a committee of 6-8 people to coordinate the flow of traffic during the set up & tear down of the show. Must be available during those times. Coordinates with security chair and equipment rental chair (re pipe & drape set up).

AWARDS CHAIR:

Manages the voting process. Counts the votes, determines the winners. Notifies the appropriate

people. Coordinates the presentation of the awards during the Showcase reception on Friday night.

EXHIBITOR SERVICES CHAIR:

Responsible for obtaining room, staffing and coordinating the food available at the hotel suite that is open to the participants of Showcase during the show. Oversees 2 committee people and 6-8 work shift people. Must be available throughout the show. This chair is responsible for and rents the room.

INFORMATION PACKET CHAIR:

Edits, updates, copies and distributes the info packet to the participants of Showcase.

SPONSORSHIP CHAIR:

Contacts last year's sponsors to make sure they will sponsor the show again and solicits new sponsors. Coordinates with the Poster Chairs so she can put the sponsor logos on the poster and coordinates with the Publicity Chairs so they can put sponsor logos on the ads.

BUILDING COMMITTEE :

This committee is responsible for placement of people in Showcase and keeps track of where their booths are as they move about, which can be a lot of work! This committee is responsible for physically taping out the floor before we set up the show. Knowledge of how Showcase runs is important, familiarity with OPA members is also a plus. You must be available on Wednesday morning prior to show set up to supervise the floor taping, as well as throughout the show in case something needs to be changed. A very responsible position.

PUBLICITY CHAIR:

If you want to learn a lot about the media, how to promote OPA and everything else, this is your opportunity! It requires a tremendous COMMITMENT, but the rewards are wonderful. Job requirements: Good people skills while orchestrating a committee of 24 OPA members and representing the group to the community at large, grace under fire of deadlines and quirky personalities, ability and time to attend monthly Showcase Steering Committee meetings. This work is done year round.

GROUP BOOTH CHAIR:

This committee chair oversees the construction of the Group Booth before Showcase and the tear down after. This requires coordination of the participants because everyone helps with these tasks. The chair also coordinates the scheduling of people to oversee the booth during the show, to restock, tidy up, etc. Experience in the group booth is helpful. Must be present Wednesday to set up & Sunday to tear down and to supervise throughout the show. Good for out of towners.

GALLERY REGISTRAR:

Sends out information to Gallery-only participants. Supervises check-in process of gallery pieces during Showcase. Supervises the 'extra' pieces and their replacement in the gallery. This job is good for out-of-towners. You must be present Wednesday & Thursday before Showcase & throughout the show.

HOLDING TABLE:

Set up & tear down the holding table. Must be present Wednesday to set up & Sunday to tear down. Must be present throughout the show to supervise & train work shift people. Good for out of towners.

POINTS CHAIR:

This position is on the Steering Committee & must attend monthly meetings. Also this position consults the board and should attend some board meetings. This position keeps track of everyone's points & submits a report to the Building Chair in late December or early January. This person is also required to attend a mailing meeting in late January to send everyone's booth & committee assignments to them. Computer skills & access are a must.

SALES TREASURER/CREDITCARDS:

This position oversees all of the credit card transactions. Experience in credit card sales necessary.

SALES CHAIR:

Attends monthly Showcase meetings. Must be available Wednesday to set up the sales area & Sunday to break down the area. Supervise the running of sales area & must be available during the entire show. Co-ordinate with the Building Committee to determine the set up area.

WRAPPING CHAIR:

Co-ordinates with the Sales Committee to set up the wrapping stations. Order supplies. Must be available Wednesday, Sunday evening & during the entire show. Supervise the work shift people in wrapping.