**Boxwood Garden Club**

**Artistic Exhibits Chairman and Job Responsibilities February 2023**

* Coordinates the artistic exhibits at monthly membership meetings with the First VP (programs) for location and set-up requirements.
* Meet with First VP, Horticulture Exhibit Chair and Photography Chair after the May Annual meeting to plan the year.
* Creates the annual artistic schedule for the monthly meetings. Deadline July/August.

This is done in coordination with the Horticulture & Photography Exhibits Chairs

* Schedule will be printed in the Greenbook. Use already established format for typing the schedule.
* Send to the First VP (Programs) to incorporate into her program listing.
* Send to 2nd VP for inclusion in the annual Green Book.
* Procures the judges for each meeting in coordination with the Horticulture Exhibit Chair (not the Photography Chair). Only one should schedule the judges.
* Arrives at meeting location early to set up: places entry slips, provides pens, sign up sheets by category etc.
* Meets judge on their arrival when the exhibits are in place
* Accompanies judge as she awards the ribbons, records the comments, places stickers on the blue, red, and yellow winners, and records the awards in the book for the permanent record.
* Stays in exhibit area to assist exhibitors in placing arrangements, signing in properly and filling out exhibit cards.
* Awards
* Announces ribbon awards of the artistic classes to the membership at each meeting for 1st (blue), 2nd (red), 3rd (yellow) and those who received credit.
* Awards list is immediately sent to Recording Secretary for the minutes, Artistic Chair records the winners in the XL spread-sheet on the Boxwood Google Drive
* Determines winners of the annual silver awards to be given out at annual meeting by evaluating the points as tallied in the XL spreadsheet.
* Two awards:
1. **The Artistic Award of Merit** = the member with the most accumulated points
2. **The Artistic Award for Participation** = the member who has placed the highest number of exhibits, regardless of the points they received.
* Communicates with last year’s silver award winners to retrieve the silver item, ensure it is polished, wrap it up as a present for gifting to the new winner.
* Coordinates display location and needs with First VP and hostesses prior to arrival of exhibitors, preferably well before the meeting date so set-up is arranged with facility
* In January Chair attends the new member orientation at Kent Valentine House and give instruction on exhibiting. Bring artistic ‘gifts’ to new members to get them interested.
* Writes an annual report that will be included in the annual meeting minutes. Includes in the report the schedule for the year, monthly exhibitors and awards, annual silver awards winners and any other information regarding other events for artistic interest.
* Mid-year coordinates with the Recording Secretary and President to review all members exhibit totals. Three per year is required in any combination of artistic, horticulture and photography. Recording Secretary & President will determine who will contact those needing to exhibit to fulfill their requirement.
* Keeps all documents up to date on Boxwood Google Drive in coordination with the Google Drive Administrator
* Works with the President and the Board to hold artistic workshops for members to learn about artistic styles, mechanics and flower arranging basics. For these workshops she will coordinate:
* Location of workshop
* Secure tables to work on
* Secure artistic instructor (club member)
* Secure all necessary mechanics, flowers and greens
* Email the membership about the workshop and tell them what to bring with them

**Artistic Chair Timeline**

**May-July**

Create exhibits
Look up accompanying quote if you’d like to include one for each exhibit month
Send to Second Vice President for inclusion in the Greenbook and first Vice President for programs information

**Each Meeting**

Arrive 45 minutes before judging time
Set up sign in sheets
Set out exhibit cards and pens
Judge with Horticulture Committee
Tally awards to announce at the end of the meeting
Send results to recording secretary for inclusion in the minutes

Update Google Drive tally sheet

**April**

Get final tally of exhibits
Determine winners according to the rules
Get awards from previous year winners for presentation at May Annual Meeting
Send final results to Recording Secretary for minutes and Second Vice President for programs

Write annual report and update google drive