

West Hills Art League

Officer Duties – Vice President

Coordinator/Scheduler

- Coordinates and schedules guest artists/demonstrators for monthly meetings (September – May) using information/suggestions provided by members.
 - Obtains artist's bio and topic one month prior to scheduled meeting dates and forwards to board members responsible for newsletter, website and publicity.
 - Sends e-mail reminder to the guest artist one week before the meeting with driving directions (if required)
 - Sends "thank you" e-mail the day after the meeting
- Coordinates artists workshops for members, when required

Miscellaneous

- Presides over meetings in the absence of the President