

## VICE PRESIDENT

### Job Description:

The Association of Print Scholars seeks nominations for its Vice President. You may self-nominate or nominate another person. We will contact all nominated individuals to confirm their willingness to run in the election. Nominees should be dedicated members of the print community. We welcome nominations from a diverse range of professions (academic/curator, dealer, printmaker, conservator, collector, advanced graduate student).

The term of service as Vice President will be two years, followed by two years as APS's President. The successful Vice President's term begins January 1, 2021 and ends December 31, 2022. His/her term as President runs from January 1, 2023 through December 31, 2024.

Please submit your nomination or self-nominations by **October 10, 2020**. The election will be held via an online ballot in November.

### Primary Responsibilities and Duties:

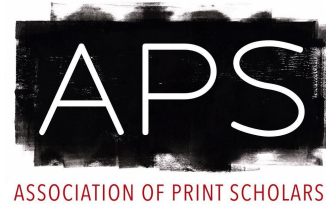
- Work collaboratively with APS officers and, particularly, oversee management of the website and membership.
- Initiate and foster collaboration between APS and the print community. With the assistance of APS officers, plan events for members and the general public.
- As possible, actively contribute to APS's website and social media.

### Shadowing Responsibilities:

- Support the President in various capacities in preparation for the role of President.
- Learn about APS's finances and IRS and New York State filing responsibilities.
- Liaise with existing donors and fundraise actively for APS among print-world enthusiasts.
- Assist with preparations for the annual board meeting.
- Develop long-range goals for APS and formulate strategies for achieving these goals.

### Requirements and Time Commitment:

- Volunteering as Vice President is a major commitment, and nominees must be willing to regularly and actively devote time to their APS duties.
- Availability to answer emails in a timely manner from APS officers, members, and donors.
- Occasional phone calls are necessary, which will be scheduled around work and personal commitments.
- Attendance at APS events when they are hosted near your hometown and/or willingness to travel short distances, as possible (expense will be reimbursed).



## TREASURER

### Job Description:

The Association of Print Scholars seeks nominations for its Treasurer. You may self-nominate or nominate another person. We will contact all nominated individuals to confirm their willingness to run in the election. Nominees should be dedicated members of the print community. We welcome nominations from a diverse range of professions (scholar/curator, dealer, printmaker, conservator, collector, advanced graduate student).

The term of service as Treasurer will be two years, term begins January 1, 2021 and ends December 31, 2022.

Please submit your nomination or self-nominations by **October 10, 2020**. The election will be held via an online ballot in November.

### Primary Responsibilities and Duties:

- Maintain APS's accounts in Quickbooks, an accounting program. This includes entering receipt of membership dues, outgoing expenses, and incoming grant money.
- Perform monthly reconciliation of Quickbooks and APS's bank statements.
- Write checks from Quickbooks, as directed by the President, for any outstanding bills to vendors or grantees.
- Deposit incoming checks at TD Bank, keeping photocopied records of checks and deposit slips.
- Monitor APS's Stripe account (and sometimes a Paypal account).
- At the end of APS' fiscal year (June 30), prepare materials for APS's accountant so that he may complete our IRS and New York State tax filing. These materials are easy to pull from Quickbooks. Treasurer is not expected to complete the tax forms him/herself.

### Requirements and Time Commitment:

- Volunteering as Treasurer is a major commitment, and nominees must be willing to devote about 5 hours per month to their APS duties.
- Familiarity with Quickbooks is a plus, but not a requirement. If you understand how to balance your bank account, you can easily learn Quickbooks.
- Availability to work in Quickbooks once a month.
- Must be detail-oriented and good at keeping paper records.
- Occasional phone calls with APS's President and the professional accountant.