



## TESA

The Exhibiting Society of Artists

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### TESA Committee Selection List

One of a TESA member's obligations is to join and be active in at least one of TESA's committees. Listed below are TESA's committees at present. Please review these committees and join one whose work you'll enjoy performing.

#### 1. Membership

The committee's responsibilities include inviting new members and processing their applications, and working with old members on their suggestions for TESA membership. The committee receives application materials, forwards photos to the Portfolio Committee, sends the accepted applicants a membership packet and request for initial membership dues, or lets rejected applicants know what they need to do to qualify for membership. It reports monthly to the Board.

Signature \_\_\_\_\_

#### 2. Exhibition

The Director's responsibilities include visiting the venues, planning the events, communicating with the Membership and directing the Committee on where and how to set up and break down the venues. The Committee also creates all labels for the art from information provided on the Submission Forms.

Signature \_\_\_\_\_

#### 3. Website

The Committee's responsibilities include gathering all the materials necessary to create the site, update it once a year and maintain it continuously as necessary. The Committee creates and updates the manual for the website.

Signature \_\_\_\_\_

#### 4. Public Relations

The Committee's responsibilities include collecting all the information necessary to write and submit descriptions of TESA's members and events to the press. TESA members are responsible for submitting their information and photos to the Committee six weeks before the event.

Signature \_\_\_\_\_

**5. Portfolio**

The Committee judges the images submitted with new member applications, sets criteria for portfolio pages used in venue proposals and exhibitions, and assists members in creating their own portfolios, a member requirement.

Signature \_\_\_\_\_  
\_\_\_\_\_

**6. Sponsorship**

The Committee locates suitable venues for TESA, contacts the venues, writes proposals based on the individual venue criteria, presents these proposals to the Board for approval, appoints a chairperson for the venue, and works with the venue chair and committee to create a successful exhibition.

Signature \_\_\_\_\_  
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**7. Special Projects**

This committee fills in where needed on any TESA project, usually one-time activities such as helping with labels, signage, mailing lists, special events promo materials, manpower, etc.

Signature \_\_\_\_\_  
\_\_\_\_\_

**8. Historian**

The Committee collects all press coverage on any TESA artist or event and puts it in a scrapbook. PR people and individual artists send information to the committee, and they label it and out it in the scrapbook.

Signature \_\_\_\_\_  
\_\_\_\_\_

**9. NEWSLETTER**

Gather information and publish on TESA.ORG coordinating with the webmaster with the approval of the Board of Directors.

**10. HOLD OFFICE**

Request to be voted in as a member of TESA'S BOARD OF DIRECTORS.

Signature \_\_\_\_\_  
\_\_\_\_\_

Please select your first and second choices. Some committees need more help than others.

Welcome to TESA!  
Membership Chairman