





PSEC MANAGEMENT COMMITTEE	
TITLE	DESCRIPTION
President	Directs the activities of the Committee and ensure the well-being and good functioning of the PSEC Society.
Vice-president	Assists the President in his or her duties, presides if required, reviews the well-being and structure of the Society, its services and events and ensure PSEC regulations and rules compliance.
Treasurer	Performs all required financial transactions, keeps records, prepares reports and tax declarations.
Executive Secretary	Is responsible for the event's operation calendar and for the documents relating to Committee meetings and the General Annual Meeting.
Exhibition Chair "Les Pastellistes"	Oversees the organization of the PSEC Fall Exhibition with jury "Les Pastellistes".
Exhibition Chair "Pastel Toujours"	Oversees the organization of the Spring Exhibition open to all PSEC members "Pastel Toujours".
Publicity and Artistic Development Chair	Plans workshops offered to the PSEC members and handles relations with various media in order to promote PSEC events.
Sponsorship and Partnership Chair	Updates the PSEC Partnership Plan each year. Acts as a liaison and follows up with our sponsors.
Membership Chair	Offers services to members (welcoming, renewals, sending of information) and updates the membership list.
Volunteers' Management	Manages the volunteer schedule and guides them through the different activities of the PSEC.



## PSEC POSITIONS IN SUPPORT TO THE COMMITTEE

TITRE	DESCRIPTION
Assistant Exhibition Chair "Les Pastellistes"	Assists the PSEC Exhibition Chair "Les Pastellistes" in his/her tasks and replaces him/her if needed (PSEC Fall Exhibition with jury).
Assistant Exhibition Chair "Pastel Toujours"	Assists the PSEC Exhibition Chair "Pastel Toujours" in his/her tasks and replaces him/her if needed (Spring Exhibition open to all PSEC members).
Assistant Artistic Development Chair	Assists the Artistic Development Chair and shares the tasks to be done during the preparation of the Masters workshops.
Assistant Chair Sponsorship and Partnership	Assists the Sponsorship and Partnership Chair in his/her tasks.
Webmaster	Manages the PSEC website.
Webeditor "Pastel Post" and Assistant Webmaster	Manages PSEC email's communications to members and assists the Webmaster
Graphic Designer	Produces PSEC's communication tools (posters, invitation cards etc.)
Responsible for mailing	Prepares labels and photocopies and mail them. Usually this requires an availability three to four times a year, mainly during "Les Pastellistes" and "Pastel Toujours" exhibitions.
Special Project Manager	Is responsible for logistics and special project's follow-up. (Ex.: When PSEC participates in exhibitions abroad.
Handling of Work of Art Abroad	Is in charge of the shipment and reception of works from abroad .
Responsible for Updating Members' Albums	Updates the albums of members, teachers and masters.
Proofreader and Translator	Revises and/or translates, in the other official language, different PSEC's documents and the "Pastel Post".