

MEMBER HANDBOOK

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LOCATION

- NAWA's office is located in the National Arts Club, 15 Gramercy Park South, room 301, in New York City, NY, with 3 employees. In addition, NAWA employs a part-time bookkeeper, accountant, and webmaster.

NAWA ONLINE

- **NAWA Website:** www.thenawa.org. There is a public home page, accessible to the general public. Signature members, Honorary VPs, and Executive Board Members can access the full Member Portal. Associate and Graduating Students have limited access. Please familiarize yourself with it and check back often.
- **Member Portal-** All members can log in and see members-only information. This is on the Home Page of the public NAWA Website, top red menu, where you can click and [log in](#) to see the members-only information- prospectuses, volunteer opportunities, a calendar, videos, all the Education video recordings, and more. It is also where you create and edit your Member Gallery page.

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HISTORY

- **NAWA History-** NAWA is proud of its long history, full of notable female artists since 1889. The History of NAWA can be found in multiple locations on the website. An introduction to the history is under “ABOUT” on the white Main menu. Click on “[NAWA HISTORY](#)” in the red secondary menu. Articles about the organization’s history are written about in NAWA Now Magazine and NAWA News, including the NAWA Luminaries column. Further research can be accessed via the [NAWA Wikipedia](#) page and the [searchable archives](#) at Rutgers University.

STRUCTURE

- **NAWA member types-**

Signature Member- Those juried into the organization for a lifetime membership, so long as the member renews her dues annually (see Dues Payments).

Associate Member- (non-Juried) either does not want to be juried in, but wants access to educational opportunities, open shows and/or volunteering, or was not accepted as a Signature Member but wants to remain connected with NAWA and perhaps re-apply.

Graduating Student Members- those recommended by a faculty member of a college or university who receive a complimentary one-year membership. Upon application and jurying, they are eligible for discounted dues for the next three years. They are still designated GS Members until they pay full dues in year 5.

- **NAWA Organizational Structure-** NAWA has an **Executive Board of Directors**. An **Operating Board** is comprised of Chapter Presidents and Committee Chairs. Committee Chairs manage the national exhibitions, membership, public relations, awards, and fund-raising. These are all volunteer positions.

- **Chapters-** NAWA has official [chapters](#) in [Florida](#), [Massachusetts](#), [Pennsylvania](#), and [South Carolina](#). Each has its own governance board, finances, and more local exhibitions and activities. There is a separate dues, \$30, to belong to each chapter, and more details are on the red drop-down menu for each Chapter on the public website, white menu. Members must have their national membership dues up to date to join or renew their

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Chapter memberships. Any Signature Member can belong to these, regardless of residence. Forming a new chapter requires a minimum of 15 members and a legal registration process.

PAYMENTS AND DUES

- **Dues Payments-** Signature Membership is life-long as long as dues are renewed annually. The optimal payment window for dues is from August 1 through September 30 of each year. This aligns with NAWA's fiscal year, and allows us to upload our members on the same schedule annually for our member directory. **On October 1 and November 1**, late fees are incurred. If a member does not pay dues for 3 years, she must reapply for jurying.
- **NAWA Payments-** In early 2022, NAWA acquired a database called Bloomerang. All member information is stored in this database, and online payments are synchronized through this platform. The payment platform is Stripe. Options for payment are: using the online (Bloomerang) forms provided, sending checks to the office, or calling the office to pay by credit card. **If you pay by credit card, your CC statement will say National Association of Women Artists (or a shorter version of that), NPO – for Non-Profit Organization, Bloomerang and/or Nashville, TN (Bloomerang headquarters).** It could say "Stripe," so identify your payment by the amount paid.

COMMUNICATION

- **This Week With NAWA-** A weekly email publication is sent to your on file email address. This is a benefit for all NAWA members. It is very important to **READ** this weekly **email**. Content includes calls for entry, educational programming, events, Q & A, social media links, plus excerpts of articles published in NAWA News. Please let us know if you are not receiving it.
- **NAWA Now-** a public online magazine with in-depth articles, reviews, features on members, NAWA history, explorations of NAWA activities, and the greater art world. The current and past issues of the NAWA Now Magazine can be accessed on the website's Main Menu under **Magazine**. New issues are linked in This Week with NAWA.

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- **NAWA News**- an archived weekly publication highlighting historic “Luminaries” currently featured in Exhibitions nationwide, articles focused upon NAWA History, columns responding to members’ questions, and general NAWA information. NAWA News can be accessed on the website’s Main Menu under **NEWS**. Excerpts of these **NEWS** articles are featured in **This Week With NAWA**.
- **Social Media**- NAWA has an extensive social media presence that is managed by member volunteers of the PR Committee. We urge you to follow the NAWA channels on Facebook, Instagram, Pinterest, LinkedIn, Threads and YouTube. There is also a NAWA Official Members-Only Group, which is a community joining in conversations about their work. Here, members share opportunities and ideas, such as “WIP Wednesday (works in progress),” weekly stimulating questions such as “Have you ever worked collaboratively with other artists?,” and postings about current exhibits.

EXHIBITIONS AND EVENTS

- **NAWA calls for entry**- Current exhibition opportunities will be posted in “This Week With NAWA” which comes weekly. You can also find this information in the **Member Portal** under “Prospectuses” in the top red menu.
- **Jurying Exhibitions**- there are two different types of jurying. Peer jurying is done by certified NAWA members who have been members in good standing for 3 years or more. Training includes attending a Zoom session, where a PowerPoint is shared to discuss the rubrics NAWA uses as criteria for entry and awards. Peer jurors select acceptances for NAWA exhibits other than the Annual Exhibition. The same jurors for each exhibit also choose a first, second, third, and honorable mention unless other arrangements are made (with the venue or with a sponsored award). For the Annual Exhibition, every Signature member has one work of their choice accepted upon entry- it is a benefit of membership. For awards at the Annual Exhibition, three outside jurors choose the award recipients of over \$15,000 in various awards. These jurors would be curators, sculptors, painters, or other high-profile woman art world participants. They receive an

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honorarium for their jurying efforts. Occasionally, individual venues may offer differently structured jurying.

- **Events-** There are two locations on the NAWA website (www.thenawa.org) where events are listed. One is for the **public**, called “Exhibitions and Events” on the white menu, and the other is password protected, on the **Member Portal**, under “Calendar.” Annual Events include the Annual Members Meeting and Luncheon, the New Members Induction Ceremony, and the Annual Members Exhibition, the latter of which also has an in-person reception. Other events will be posted in This Week With NAWA or in solo email notices.

NEXT STEPS

- **Volunteering-** NAWA is mostly a volunteer-run organization, and members are encouraged to donate a minimum of 6 hours annually. All NAWA committees and officers, including the Executive Board are volunteers. There are many ways for members to donate time using existing skills or interests to further the mission of NAWA. The NAWA Bloomerang database helps organize engagement “Opportunities,” which you can view once you’ve signed up for the [NAWA "Organization" on Bloomerang](#). This is separate from the NAWA Member Portal. To learn more and read sign-up instructions, see our [Volunteer with NAWA](#) page.
- There are many micro projects (2 hours or less) that might fit your schedule. See GET INVOLVED- in the Member Portal red menu, or call the office for guidance on how you might be involved. Most meetings are on Zoom, so it is easy to connect regardless of your residence.
- Members who donate 16 active hours (not just committee meeting attendance) are invited to exhibit their work in the annual Art Angels complimentary exhibition. This online exhibit is supported by sponsor contributions.

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- **Proposals-** Members are always welcome to make a proposal for a project, exhibition, or improvement. Please join a committee or submit your idea to office@thenawa.org with the subject line NAWA SUGGESTION.

NAWA Committees *

Awards Committee-

The Awards Committee manages all awards-related tasks. Awards are a very important motivator for exhibition entries by the artists. Jurors forward the award recipients for each exhibit. Then, the committee generates awards packets including certificates, checks, and cover letters. For the Annual Members Exhibition, the committee corresponds with Awards Donors and recipients. Donations are tracked and validated from year to year. The committee generates awards donation appeals for Annual donations and renewals of awards. //

Contact: awards@thenawa.org

Exhibition Committee-

This committee meets monthly, conceiving, scheduling, planning, and hosting online and in-person exhibitions. The committee members may offer thematic concepts, search for venues, or initiate/follow up on contacts for the potential venues. They may create or review contracts (for in-person shows). An Exhibition Committee member manages Peer Jurors, assigning jurors for in-house jurying of online and in-person exhibitions. Jurors report the recipients to the Awards Committee. There are various forms of exhibits listed in "[Member Benefits](#)" (under "Exhibition & Event Opportunities). All proposals are reviewed by the committee and must be approved by the Executive Team (President, Vice President and Executive Director).

Contact: exhibitions@thenawa.org

Membership Committee-

This committee meets monthly on Zoom-and includes those who wish to help manage membership sustainability and development. Participants may be involved in event programming, recruiting, outreach to colleges and universities, or formation of small member groups for social or networking connections (perhaps leading to formal

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chapters). Record keeping and data entry are managed by the office and staff, though they often work with the committee to enhance the efficient functioning of all membership issues.

Contact: chair_membership@thenawa.org

Public Relations Committee-

This committee meets monthly on Zoom with members nationwide.

The PR Committee plays a crucial role in promoting the organization's mission, activities, and achievements to various stakeholders and the general public. The committee is responsible for creating consistent branding of NAWA through both online and print visuals and messaging publications. These efforts include advertising, press releases, social media posts, award announcements, community outreach, and sales. The committee supports the efforts of the Exhibition, Membership, Awards, and Fund-Raising committees. There are Teams within the PR Committee focusing on various projects such as Historic Research, Education, and Arts Industry Research and Outreach.

Contact: chair_publicrelations@thenawa.org