

FOOTHILLS ART CLUB

Proposed Job Description *Guidelines*

Past President (non-executive and non-board position):

- Honorary title for support function and resources
- Member of the nominating committee (which is approved at the annual AGM)

President (one year term; elected at the AGM):

- Supervises the affairs of the club, executive and the board
- Spokesperson for the organization and sets the tone and direction for the club in accordance with the mission statement
- Sets the overall schedule for the year as well as the agendas for the General Meetings and the AGM in consultation with the executive and sends a copy before such meetings to the secretary for distribution in accordance with the bi-laws
- Is the first point of contact for questions or issues and works to resolve them in consultation with the executive
- Is one of the three signing authorities for the Club's bank account (together with vice president and treasurer)
- Attends and chairs all Club meetings and is ex-officio of all committees
- Oversees the bookings of venues for weekly paint nights and open paint weekends and workshops

Vice President (elected at AGM):

Note: is useful for the purpose of moving into president's role when it is vacated, but is still voted on

- Attends all executive, board and AGM meetings, chairing whenever the president is unavailable
- Is one of the signing authorities for the bank account
- Represents the organization at various functions as the promotional leader – with the consultation of the executive
- Oversees and/or updates Bio-Book

Secretary (elected at AGM):

- Takes minutes at all meetings and distributes them to members for review (usually one week before next meeting)
- Maintains a record of all minutes, policies, procedures and key decisions
- Works with president to set agenda for all meetings and distributes it in advance
- Maintains an e-mail list of the members (in consultation with the treasurer) and distributes updated club information to the membership
- Attends all official club and board meetings
- Prepares club schedules in consultation with executive
- Provides notices for meetings and all club happenings
- Forwards information to members when requested by the executive, coordinators, etc.
- Maintains a list of Foothills Art Show visitors based on draw slips, inviting them to upcoming shows
- In charge of corporate seal

Treasurer (elected at AGM):

- Maintains the club's financial books, pays bills, writes cheques and collects mail
- Receives all monies paid to the club and is responsible for the deposit
- Collects the membership fees and contact information and shares information with secretary, prepares name tags and membership cards
- Prepares a financial statement, and reviews books with the auditors annually prior to the AGM
- Files annual return
- Oversees grant applications, arranges insurance coverage, and storage facilities
- Is one of the signing authorities for the bank account
- Prepares a budget in consultation with the board at the beginning of each September
- Prepares title cards for paintings and sales list for Art Show sales table
- Collects artist fees for entering art work in the show and reimburses artists for their portion of any sales
- Supervises sales desk
- Attends all executive, *board*, general and AGM meetings

Education Coordinator:

- Arranges workshops, demos, critiques and theme nights in consultation with the executive and the budget
- Coordinates events with instructors and volunteer team
- Collects payments for workshops and creates a wait list if needed
- Submits funds to treasurer

Nominating Committee (nominated at AGM):

- Comprised of Past President, one board member and one member-at-large
- Recruits and recommends members of club position vacancies one month prior to election
- Distributes pertinent position information to interested members

Audit Committee:

- Comprised of two members and one alternate elected at AGM
- Performs annual audit with the treasurer

Web Master:

- Works together with vice president and secretary as point of contact to ensure the website is up-to-date and updates the club when necessary
- Oversees Facebook page used for club members
- Maintains the data base of passwords and log-ins
- Manages club email accounts, website hosting and domain name registration
- Sets up show posters, cards and banner ads on website and Facebook
- Reports web activity to general meeting

Directors (elected at AGM):

Duties may include but not limited to:

- Attend all board meetings and participate in policy making decisions
- Organize and lead social events, like the Christmas and wind-up party
- Prepare and maintain a list for persons responsible for church openings on a weekly basis and keeping track of the key
- Monitor refreshment supplies for weekly meetings
- Assist the president and executive as required
- Welcome and monitor new club members
- Prepare and update new members' information package

Show Coordinator (a volunteer position by appointment or consensus):

- May attend board meeting to discuss show expenses and budget, and policies
- Books venue for FAC Show and Sale one year ahead
- Organizes and formats information for upcoming art show
- Generates sign-up sheet, secures coordinators for each department and ensures the completion for all the volunteer positions required
- Keeps file 'Rules and Guidelines' of FAC Show and Sale up to date and distributes file to FAC Members
- Sends out emails to update artists about current show information and deadlines
- Encourages artist participation
- Arranges for door prize vote one month prior to show, and for framing of the art
- Meets with coordinators approximately three weeks in advance of show to go over expenses, ideas and necessary information for each department
- Updates the Club with a "Show Talk" prior to the show with final information (i.e. picture preparation, bringing refreshments, reminder of times, etc.)
- Must be present throughout the set-up and hanging and be available throughout the day of the Art Show until take-down is complete
- Announces the draw prize and the ending of the show
- Debriefs club members after the show to share results as well as positive and negative comments
- Prepares a printed report to be presented at the AGM in May