

EXECUTIVE OFFICER POSITIONS

PRESIDENT GUIDELINES

FROM THE CONSTITUTION:

The President shall preside at all Board and General Membership meetings and shall, with the Board, plan for and carry out the organization's policies. The President shall be an ex-officio member of all committees except the Nominating Committee unless a committee cannot be formed.

DUTIES

The President should:

- Identify and actively pursue annual goals which promote ongoing growth and improvement for the league and its members
- Be familiar with all activities of the League
- Be kept informed by all committees, soliciting information from chairs as needed
- Reserve CCP rooms for Board and General Meetings for the year
- Secure the Post Office Box, cabinet keys and any information from the out-going President
- Obtain/update job descriptions with the designated chair
- Schedule all board meetings, general meetings, Christmas Party and End of Year party for the year
- Hold a joint board meeting (outgoing and incoming board) prior to the first meeting in September (usually held the 3rd Monday in August)
- Appoint a committee of 3 to audit the treasure's records in conjunction with the constitution and *The Sarbanes-Oxley Act*
- Write and disseminate a brief message (president's letter) every month for the CCAL membership
- Ensure the webpage is kept current and that members are aware of website updates
- Send meeting reminders each month to both the board for their meeting and the general membership for the regularly scheduled program.
- Take an active part in planning and assisting with the Annual Juried Exhibit through communicating with the Exhibit Chairman
- Select a nominating committee in January or February who will submit names of nominees for the Executive Board for the year
- Collect Executive Board reports and file them in the cabinet at the end of the Season
- Identify any special projects/programs for the year, appoint committees as needed and monitor progress toward identified goals

VICE PRESIDENT GUIDELINES

FROM THE CONSTITUTION:

The Vice-President shall serve as Program Chairman and act as the presiding officer if the President is absent or vacates the chair for any reason.

DUTIES

The Vice President should:

- Be responsible for scheduling programs/presenters for general monthly meetings for the year including:
 - identifying interesting speakers on a variety of topics and mediums
 - contacting and contracting with speakers for each month
 - providing them directions and other assistance as needed
 - ensuring technical equipment is set up and working before the meeting starts
 - introducing speakers at the meeting, monitoring their time and thanking them at the end of their presentation
 - ensuring speaker is paid
- Provide the monthly program/speaker schedule to the President, Website Chair, Facebook Chair and Publicity Chair as soon as possible so that the schedule can be posted on the website and in any other possible publications
- Verify with the President that CCP rooms (both the art room and the meeting room for the board) have been reserved for the year and that rooms are set-up by the park for the meetings. Confirm w/the park one week before each meeting.
- Solicit and/or purchase items for door prizes for the general meetings
- Coordinate drawing for and awarding door prizes at the general meetings
- Order and install the brass tag for the prior year president on the Past President's plaque in The Artist's Place Gallery at CCP

SECRETARY GUIDELINES

FROM THE CONSTITUTION:

The Secretary shall keep the minutes of all Board and General Membership Meetings and serve notice of all meetings. All League correspondence shall be generated by the Board and/or President with a copy sent to the Secretary to be filed as a permanent record.

DUTIES

The Secretary should:

- Ensure that previous years minutes are filed in the Cabinet at CCP
- Keep a record of all meeting minutes for the year
- Give a clear, precise and brief record of the minutes at each Board and General meeting
- Provide the Executive Board with information regarding the minutes upon request
- Receive and respond to correspondence to the league, in coordination with the President

TREASURER GUIDELINES

FROM THE CONSTITUTION:

The Treasurer shall be responsible for all funds and dues paid to the League, keeping records of all financial transactions, and handling disbursements. The Treasurer shall give a monthly report and a year-end financial statement at the May Meeting.

DUTIES

The Treasurer should:

- Provide a monthly report at each board meeting and general meeting
- Keep detailed records of all financial transactions
- Handle all disbursements, including reimbursing members expenses upon receiving a receipt and reimbursement form or being advised by the President, in a timely manner
- Coordinate dues payments with the Membership Chairman to ensure accuracy of records (this is an accounting verification process)
- Provide income & expense information for the Annual Juried Show as required by the Show Chairman
- Cut checks for the monthly presenters, in coordination with the vice president
- Coordinate workshop registration fee payments and workshop expenses, in coordination with the Workshop Chairman
- Be responsible for paying all recurring annual business fees & expenses
- Comply with the yearly audit by furnishing all necessary documents in a timely manner.
- Provide a year-end financial statement at the May meeting

PARLIMENTARIAN GUIDELINES

Parliamentarian is an automatic appointment -- The Outgoing President serves as Parliamentarian for the Incoming President. One may be selected if the out-going president can/will not sit in the position.

DUTIES

The parliamentarian should:

- Attend Board meetings and ensure that the League's rules and regulations are adhered to, including Roberts Rules of Order
- Entertain and resolve all procedural questions

In the event there is no out-going president, the current president shall appoint a parliamentarian.

CCAL COMMITTEE CHAIRS *(as needed)*

All Committee Chairs are invited and encouraged to attend the Board Meeting each month as they have a vote on motions, but attendance is not required.

BUSINESS PARTNER/PUBLIC GALLERY COORDINATOR

- Schedule and coordinate artist displays at our public business partner galleries which include (but are not limited to): BB&T (monthly display), Chamber of Commerce (monthly spotlight artist display), Chapin Public Library (monthly showcase display) and Prosperity Town Hall (monthly display).
- Once per quarter, update a list of artists that are interested in showing their art work for each public gallery display
- New members should be encouraged to sign up
- Randomly select artists from the list at least 30 days prior to the month in which the artist will show
- Obtain and send the artist's photo (if possible), bio and jpeg of the art to be displayed to the current Website, Facebook and Publicity chairs and the respective host facility each month
- Explore and coordinate exhibit opportunities for the League and provide information to the membership
- Lists should be displayed at the General Meetings for sign-up, as needed, for our Taps Gallery, BB&T, Chapin Library, Palmetto Fine Arts, etc. providing delivery & pick up time for artwork

CHAPIN CHAMBER REPRESENTATIVE

- Present the CCAL as a viable force for the development and promotion of creative arts in the Chapin Community
- Work cooperatively with the Chapin Chamber in order to build audiences and encourage participants in the arts
- Ensure that the annual dues to the Chamber are paid timely by CCAL
- Attend monthly meetings and keep abreast of community developments and activities in the area of the arts and report to the membership as necessary

COMMUNITY SERVICE DAY CHAIR

- Investigate and identify potential community service day possibilities (e.g., provide free painting lessons to the senior citizens of the Chapin community or a senior care facility, provide painting lessons to children in the Chapin community through school or park programs)

- Present recommendations for community service day projects, plans and schedule to the board for approval
- Solicit and inform members of Community Service Day Plans and Schedule
- Provide appropriate information to, and coordinate publicity regarding the event with, the Publicity Chair
- Coordinate, as appropriate, with Grant Applications chair for potential tie in to current or potential grants
- Coordinate, as appropriate, with Special Projects Chair

FUND-RAISING CHAIR

- Solicit members to form a committee to request donations (general or specific) from area businesses. This committee needs to include CCAL members who are also a part of the business world. This committee also needs to brainstorm how to involve the larger community (and other surrounding communities).
- Develop or use an existing letter to request donations from local businesses. Use a hands-on approach and explain the importance of having an arts community in the area, in order to solicit funds.
- Present fund-raising to members at meetings and with a record of giving the previous year, contacting members by email as appropriate.
- Work in conjunction with the juried show co-chairs to solicit donations for the Annual Juried Show.

GRANT WRITER

- Research and apply for any available and appropriate grants such as the Lexington County accommodations Tax Grant, the Chapin Foundation grant, Humanities Cultural Grant and the TARGET grant.
- Submit applications for grants to be used for CCAL's Annual Juried Exhibit expenses, operating funds or special projects.
- Ensure press releases and other publicity appropriate to grants received are put out
- Ensure correspondence related to grants applied for and/or received (e.g. thank you letters to supporting politicians and/or business owners) are sent on a timely basis
- Coordinate appropriate budgeting and expense tracking for grants with the Treasurer
- Provide justification of expenses and submit all forms as required by the grant processes outlined for any grants received
- Monitor adherence to required processes outlined for any grants received and report progress to the Board
- Submit final grant reports to grantors as required

GREETER

- Setup and be ready at 6:30pm to happily welcome members and guests to each monthly meeting
- Put out, return and keep name tags up to date
- Put out the sign-in book for membership attendance and remind members and guests to sign in
- Answer any questions members or guests may have

JOB DESCRIPTION COORDINATOR

- Maintain a current listing of all Executive Officer and Committee Chair positions and the respective duties of each
- Work with the president and relevant chairs to revise and update the descriptions as necessary
- Provide incoming officers and chairs with the current job description for their role
- Provide Website Chair current copies for all job descriptions for posting on the Website anytime updates are made

JURIED SHOW CO-CHAIRS

- Set dates for registration, reception and take down. Confirm dates with president and park
- Decide/verify entry fees with board
- Update prospectus
- Obtain a juror/workshop presenter and 2 student jurors
- Remind members to pay dues and attend at least 3 meetings
- Solicit members for help with registration, hanging, food, reception and take down
- Secure photographer for the reception
- Solicit support: patrons, donations, food and in-kind
- Order ribbons
- Print postcards using Postcard Award from previous year as cover art
- Secure musical support
- Give all plans and reminders to the park for registration and reception
- Print and hang wall tags for art on exhibit
- Print reception program using the previous year best in show winner for cover art
- Draft reception agenda outline
- Update and hang signage
- Hang show, run reception including member's choice award, take down and move award winners to our TAP gallery
- Write report/document exhibit and expenses (finance spreadsheet/P&L statement)
- Write thank yous
- Share info with and thank league members

MEMBERSHIP/DIRECTORY CHAIR

- Maintain accurate records of CCAL membership
- Collect dues and website fees, keep receipts and coordinate monies with Treasurer
- Provide membership applications upon request
- Maintain Annual Membership Directory which designates Members in Good Standing (MIGS) and make available to membership, President and Registration committee as required
- Track online member registrations received through the “Join CCAL” Page of the Website.
- Provide updated membership roster to Website Chair for posting at least once a month.

PALMETTO FINE ARTS GALLERY COORDINATOR

- Acquire a list of artists that are interested in showing a collection of their art work (each of three artists will have an 8x10 foot space) at Palmetto Fine Arts for one quarter (three months)
- New members should be encouraged to sign up
- Randomly select artists from the list at least 30 days prior to the quarter in which the artist will show
- Obtain the artist's photo (if possible), bio and jpeg images of the art to be displayed to be used as appropriate to promote the current art display and Palmetto Fine Arts
- Send information on the artists/art displayed each quarter to the current Website, Facebook and Publicity chairs for further promotion

PHOTOGRAPHIC HISTORY CHAIR

- In coordination with the Publicity chair:
- Take or obtain photos of all CCAL activities, gather articles, brochures/leaflets, photos, newspaper clippings, and other publicity
- Provide all photos and other materials (electronically if possible) to the Webmaster/Social Media chair

PUBLICITY CHAIR

- Distribute CCAL brochures, with the help of others, as much as possible to let potential members know about us
- Update the brochure when needed
- Obtain board approval for printing additional brochures as needed
- Compile and submit Press Releases to appropriate newspapers, magazines and television stations regarding CCAL activities and events (The league's main events are the Juried Show and workshops. Other events such as Open Studios, Chamber Holiday Open House and special projects may develop as well. News releases are based on information received each month from the website, Board meetings, gallery Coordinators and more.)
- Work with the Webmaster/Social Media chair as well as our Grant Writer to comply with publicity requirements

REFRESHMENT COMMITTEE CHAIR

- Coordinate Refreshments for the Monthly meetings (and the Annual Juried Exhibit Reception if asked)
- Monthly Meeting Refreshment Guidelines
 - solicit Membership for refreshment volunteers for the year
 - at the August joint Board Meeting, get volunteers for Board provided refreshments for the September general meeting
 - at the general September meeting, pass a sign-up sheet to membership asking for volunteers to bring refreshments for the remainder of the year (show members name, telephone number and month they plan to bring refreshments)
 - schedule a total of 6 people each month, with one designated as monthly lead
 - before the first meeting in Sept., take inventory of the refreshment cabinet and purchase needed items: napkins, table cloths, plastic utensils, paper plates, nuts, mints or candies, coffee, creamer, sugar, sweetener and drinks
- Along with the monthly lead chairs, arrive between 5:30 and 6pm to set up (It is important to let the volunteers who bring the food, know they need to be there around 6:15pm)
- Send reminders to volunteers prior to the meeting for which they are scheduled
- Thank, by name, the volunteers for that month in the general meeting

SPECIAL PROJECTS CHAIR

- Investigate and identify potential special project possibilities (e.g., participation in community fairs and art events)
- Present recommendations for special projects, plans and schedule to the board for approval
- Solicit and inform members of special project plans and schedule and solicit volunteers to participate as appropriate
- Provide appropriate information to, and coordinate publicity regarding events with, the Publicity Chair
- Coordinate, as appropriate, with Grant Applications chair for potential tie in to current or potential grants
- Coordinate, as appropriate, with Community Service Day Chair

TAP (The Artists Place) GALLERY COORDINATOR

- Coordinate gallery activities and ensure that league members are informed of exhibit policies and requirements
- Determine potential gallery themes and set a monthly thematic schedule for display in The Artists Place Gallery in CCP.
- Communicate to the Board and the General Membership of the upcoming themes and solicit members to bring art for exhibition.
- Ensure the display is hung and rotated each month according to the schedule.
- Coordinate with the members and/or Pottery Guild members for rotating display of 3D art in the small hanging display case within TAP.
- Select an appropriate public figure to award a “Best in Show” for each month’s display. The winning artist may select a theme for an upcoming display.

TECHNICAL SET UP

- Welcome and help set up the equipment and display items for our monthly speaker, whether they bring their own equipment or use the league's
- Arrive by 6pm to ensure enough time for set up and to verify everything is working before the meeting begins

WEBMASTER/SOCIAL MEDIA CHAIR

- Maintain the CCAL website including regular design and updates to maintain modern standards look and feel
- Ensure the web servers, hardware and software are operating accurately
- Examine and analyze site traffic
- Generate and revise web pages as needed
- Maintain the CCAL website including updating the following as info comes in:

- congratulations blog
- events page
- events calendar
- online artists gallery pages
- workshops
- celebrating our sponsors page
- press releases
- links & resources page
- call for artists page
- photos and information on classes, workshops, monthly presentations, Annual Juried Exhibit and other projects and functions of the League
- Update monthly:
 - all public gallery pages and blog posts
 - news and minutes page
 - membership roster
- Update annually:
 - board and committee page (public and hidden)
 - brochure
 - forms page
 - juried show sponsorship page
 - juried show page
 - workshops page
 - Member of the Year page
- Delete images and documents no longer needed
- Remind treasurer of payment deadlines
- Maintain current plan for and implement social media marketing strategies
- Effectively use Facebook and Instagram accounts to provide information related to the league and its events and activities and to promote the league
- Create additional social media profiles as needed
- Maintaining active accounts/positive social media presence for the league on CCAL Facebook and Instagram pages with regular posts to include news, events, speakers, photographs, etc., throughout the year
- Share news from other pages and accounts that are pertinent to CCAL members (e.g., City Art exhibits, Palmetto Fines Art exhibits, local art shows, art supply sales, exhibits by or awards to members)
- Respond promptly to messages or questions sent to the league Facebook and Instagram pages and/or forward to the appropriate party for response

WORKSHOP CHAIR

- Serve as the “go to” person for suggestions from the membership for workshop presenters. Poll league members for ideas and artists; try for various media.
- Contact perspective presenter and discuss:
 - availability – decide on date(s) for workshop

- cost – CCAL can afford \$300 - \$350 per day with no additional expenses if we have a minimum of 10 participants and charge at least \$50 - \$75 per day. Workshops usually include lunch.
- supplies – have artist provide a supply list for the workshop.
- Prepare and have sign up lists at the general meeting(s) for perspective workshop presenters, general cost, and possible date(s) to ascertain interest.
- Contact perspective presenter and discuss supplies – have artist provide a supply list for the workshop.
- Check with Crooked Creek Park to see if the perspective date(s) is/are available Confirm date with presenter; also time to start and finish.
- Promote the workshop(s) at the general meetings, through the web site, and e-mails to the ones who expressed an interest. Be sure to include information about the artist's expertise, media he or she works in, and what he or she will be teaching. Get people to commit and send in the money for each workshop.
- Get out the supply list to the participants through e-mail, post on web site, and/or have printed copies at the general meeting(s) before the workshop date.
- Call the park the week before each workshop to let them know the number of participants and how to set up the room. Call again the day before to confirm.
- Arrange for lunches for the participants and the presenting artist (around \$15 per person). CCAL has also provided snacks, doughnuts/pastries and coffee. For 12 participants you can budget \$200.
- The workshop coordinator should have a key to the supply cabinet or designate someone with a key to be at the workshop early to set up coffee and other supplies and to make sure the room is set up as requested. That person could also bring doughnuts if desired or other breakfast snacks.
- The park will clean up but someone needs to be responsible for cleaning up the coffee pot, putting CCAL supplies away, and making sure the cabinet is locked.
- Have CCAL treasurer cut a check for the presenter for the amount agreed upon so it can be given to the person the day of the workshop.
- Allow 4 – 6 weeks between workshops. Keep in mind that there will probably be a workshop associated with the juried show in early March.