

1 DUTIES OF OFFICERS AND COMMITTEES

Like any other club, Garibaldi Art Club operates through volunteers. There are a lot of things to do to keep the club going and involvement from all members is needed. Below is a description of most of the jobs that need to be done. This will help you decide where you would best fit to do your share for the club.

EXECUTIVE

President	Act as spokesperson and representative of the society, and chair all meetings. Chief executive officer of the society and must supervise the other Officers in the execution of their duties. Must ensure that the constitution, bylaws, and regulations of the society are upheld.
Vice-President(s)	Carry out the duties of president during the president's absence. Act as liaison for the Fall and Juried Show committees
Secretary	Attend the Annual General Meetings of the Maple Ridge Arts Council [or find a substitute] and report back to Club members. Take minutes of meetings & circulate same. Conduct the correspondence of the society. Have custody of all current records and documents of the society except those required to be kept by the treasurer. (Past records are stored in the Club's storage room at the ACT.)
Treasurer	Keep the financial records necessary to comply with the Society Act. Prepare financial statements and report to executive and members at meetings. Collect, deposit and record all monies of the Society and pay all bills. Arrange in the spring of every even-numbered year, for another member of the Club who is not an Officer, to review the Club's finances and report back to the membership.
Promotions Coordinator	Coordinates promotion and publicity, including print and social media. Administrates both Facebook pages, Instagram and Twitter, and encourages membership to use these platforms. Uses social media marketing tools to create, maintain and promote the art club.
Past President	Assist the new executive as much as possible for a smooth transition. Chair the nominating committee prior to the annual general meeting. Monitor all club business to ensure that the Constitution and Bylaws are maintained and updated, and ensure that all statutory reporting requirements are met. In keeping with Bylaw 28(1), recommend to the executive, a member to fill any officer vacancy.
Members-At-Large	Attend the monthly Executive Meetings and assist the Executive in their role as decision-makers for the Club. These positions are non-voting.

COMMITTEES & VOLUNTEERS

FALL & JURIED SHOW CHAIR

Take care of overall organization of shows.

MLA OFFICES, MAPLE RIDGE LIBRARY DISPLAY, THE ACT PASSAGIO DISPLAY

Secure date for shows, contact members about details, co-ordinate hanging and take down of said show.

FARMERS' MARKET CO-ORDINATOR

Arrange for dates for the club to show. Solicit members to participate. Co-ordinate setup and take down of said shows.

ACTIVE STATUS CO-ORDINATOR

Keep track of attendance at all events to determine which members have 'active' status.

MEMBERSHIP COORDINATOR

Collect membership forms and dues and keep the membership list up to date. Work to ensure privacy of all member information. Provide new members with membership booklets. Update manuals as required.

WORKSHOP COORDINATOR

Organize workshops for Mondays, and/or weekends. Make arrangements for instructors. Co-ordinate registration and payment with Treasurer.

SHOW RESPONSIBILITIES

SHOW PROGRAM BOOK

Put together a program for our shows and arrange to have the same printed.

SPONSOR COORDINATOR

Co-ordinate and help look for sponsors for our shows. Collect payment and ads to appear in program. Communicate to Show Program Coordinator to make sure ads and thank-yous are in program. After the show, send thank you letters to all sponsors including a copy of the program.

INVITATION LIST

Maintain the club's email invitation list from draw entries and people's choice votes at the fall show.

POSTERS & INVITATIONS

Prepare posters and invitations for the Fall & Juried show and have those printed and available well ahead of the show. Keep track of who has posters and where they are going.

GIFT BASKETS

Collect donations for gift baskets. Purchase a few items to fill baskets if necessary to make baskets attractive and worth at least \$200. Arrange baskets and bring to shows.

PAINTING CARDS

Prepare tags for paintings for our main shows.

SIGN COORDINATOR

Ensure signs are updated for the current show information. Place signs in the area around the show venue; retrieve after the show.

PANEL SETUP COMMITTEE

Help unload panels from storage bin and assemble them for the show. At the end of the show, take panels apart and return to storage bins.

HANGING COMMITTEE

Arrange paintings and hang in a harmonious way to create a great show.

COMMITTEE TO RECEIVE PAINTINGS

Receive paintings coming into a show, check off against master list, check paintings to make sure they conform to rules re proper framing and identification on back and front.

TABLECLOTH COORDINATOR

Keep custody of our tablecloths. Bring them to shows and take home after the show. Clean them and get them ready for the next show.

COMMITTEE TO SIGN-OUT PAINTINGS

Get artists to sign off as they leave with their paintings, having them sign the master form to show they have taken them.

KITCHEN ORGANIZER

Keep and replenish all supplies needed to run the show. Bring supplies to the venue and back home after the show. Keep kitchen organized and generally make sure we have everything we need.

PEOPLE'S CHOICE BOX

Take custody of the People's Choice sign, voting slips and ballot box. Make sure we have enough voting slips. Bring to shows. Give the voting slips to the president after the show.

FLOWER ARRANGEMENTS

Provide a number of floral arrangements to decorate the hall.

COMMITTEE TO RETRIEVE & RETURN SUPPLIES FROM THE ACT

Pick up needed supplies from the ACT as necessary for the show. Pack up and return after the show

AWARD CERTIFICATES

Prepare certificates for awards given.

RAFFLE COORDINATOR

Liaises with a member of the Executive to ensure government permit is acquired to hold the raffle, and that the tickets are updated and printed. Works with Gift Basket Volunteer to ensure sufficient items are donated/purchased and baskets created. Oversees ticket sales volunteers during the show weekend.

WINE COORDINATOR

Ensures government Special Event Permit (liquor license) is obtained; ensures person pouring wine obtains their "Serving it Right certificate". Purchase wine for the show opening; coordinate set up, sales and clean up.

GENERAL RESPONSIBILITIES

SOCIAL CONVENER

Arrange for coffee, juice and cookies at meetings.

CLUB DINNERS

Make arrangements for suitable locations and price for club dinners. Keep track of attendees and collect fees.

SUNSHINE PERSON

Deliver cards and flowers to members who are ill or who have lost someone dear to them, at the request of the president.

PLEIN-AIR PAINTING COORDINATOR

Arrange locations and dates for plein-air painting during the summer and co-ordinate outings.

E-MAIL REMINDERS

Send reminders and pass along information to all members making sure that the information passed along is suitable and appropriate.

PAINTING HOSTS

Commit to being present at Monday open painting sessions, to welcome people and facilitate a pleasant experience. Make coffee and tea for those attending the sessions.

LIBRARIAN

Keep track of books & videos in our library and make sure they are returned. Make the same available at monthly meetings for members to take out.

NAME TAGS

Responsible for taking orders, receiving payment for Club name tags and ordering name tags from the supplier.

PHOTOGRAPHER

Take photos at shows and special events, and maintaining the photo archives.

HISTORIAN

Keep a record of club events by collecting photos and newspaper articles in a special album.

WEBSITE COORDINATOR

Keep our website information up to date. Keep photos of members' work on the site and up to date.

CLUB BROCHURES

Keep brochures up to date as necessary. Keep a supply available for shows and other events.

MONTHLY CALENDAR

Keep the Club's online calendar up-to-date with meetings, painting sessions, workshops and other events.

MEMBER HANDBOOK

Keep handbook materials up to date and replenish supply for the Membership Coordinator as necessary.

CUPBOARD ORGANIZER

Buy supplies for the club. Organize cupboard and supplies and keep tidy and accessible.

NOMINATING COMMITTEE

Prepare a slate of officers for the ensuing year and report the same at the annual general meeting. This committee is chaired by the past-president.

MLA OFFICES SHOW COORDINATOR

Coordinates & arranges painting hangings in local MLA offices.

HOLY WOW POETS COORDINATOR

Coordinates GAC artists, and poets from the Holy Wow Poets Club, for an evening of connecting art with poetry.

LIBRARY DISPLAY COORDINATOR

Coordinates & arranges painting hangings at the Maple Ridge Library.

PASSAGIO DISPLAY COORDINATOR

Arranges painting hangings in coordination with the Curator for the Maple Ridge Art Gallery

PROMOTIONS COMMITTEE

Promotes the art club through social media – Facebook pages, Instagram and Twitter. Develops slide shows for social media. Promotes the club through newspapers, online journals, and appropriate publications.

SILENT AUCTION COORDINATOR:

Organize silent auction for the year-end dinner, when required. Includes gathering items, creating bidding sheets, set-up/take-down, over-seeing the auction through the evening, announcing successful bidders, and collecting payments.

50/50 DRAWS Assist the Treasurer with the 50/50 draws at our general meetings, selling tickets to the members.

