



## VOLUNTEER OPPORTUNITIES 2015

### COMMITTEES (working together as a group)

The Adult Outreach Committee is a functional committee, overseen by the Outreach Services Coordinator, whose purpose it is to work with senior centers, nursing homes, assisted living and other adult-oriented community organizations to encourage interest in art and coordinate interaction and visibility in the community. This committee is an important part of the non-profit status of the Guild.

The Archives Committee is a functional committee, overseen by the Secretary, whose purpose is to maintain and implement the Records Management Policy. The committee collects and stores historical documents of the Guild.

The Building Maintenance Committee is a functional committee, overseen by the Center Coordinator, whose purpose is to ensure that the physical plant of the Plateau Creative Arts Center is clean, safe, and fully functional. The committee also works with the Programs and Activities and Hospitality Committees to see that set ups/take downs of PCAC furniture and equipment for each event are handled efficiently and correctly.

The Calendar Committee is a functional Committee, overseen by the Programs and Activities Coordinator, whose purpose is to enter all Guild activities on the official monthly calendar in a timely manner. The calendar is then forwarded to the webmaster and Art-I-Facts editor for publication. (new, 2015)

The Children's Outreach Committee is a functional committee, overseen by the Outreach Services Coordinator, whose purpose is to organize and present programs to children in order to encourage interest in art and promote artistic talent. The Picture Person Program Committee is a subcommittee of the Children's Outreach Committee, whose purpose is to plan and present educational programs in local schools/ classrooms. This committee is an important part of the non-profit status of the Guild.

The Classes and Workshops Committee is functional committee, overseen by the Programs and Activities Coordinator, whose purpose is to make contacts, plan, and arrange and give classes and workshops. (new, 2015)

The Member Communications Committee is a functional committee, overseen by the Secretary, whose purpose is to ensure communication from the Executive Board to the members not receiving email, as well as provide support for members in times of distress. The Committee should include Phoners and Sunshine Assistants.

The Community Exhibits Committee is a functional committee, overseen by the Exhibits Coordinator, whose purpose is to plan and implement members' participation in exhibits outside the center, such as Crossville City Hall, Palace Theater, and tent events, and to facilitate projects suggested by the Promotion and Publicity Committee.



The Exhibits Committee is a standing committee, overseen by the Exhibits Coordinator, whose purpose is plan, organize, and produce displays of art at PCAC, or Art Guild exhibits in other venues. Guidelines for display, procedures for hanging/display, and signage for exhibits are determined and implemented. Sub-Committees of this group are PCAC Display, as well as individual Shows.

The Finance Committee is a standing committee, chaired by the Treasurer, whose purpose is to assist in ensuring the Guild's money is handled efficiently and effectively, and to assist in developing methods for the handling of the Guild's funds. The committee develops and reviews procedures for sales, purchases, commissions, collection of fees and dues, and fiscal policy.

The Financial Review Committee is a Standing Committee, overseen by the President, whose purpose is to review/audit the financial records and procedures of the Guild, and present a written report of findings and recommendations to the Board (if any).

The Fund-Raising Committee is a functional committee, overseen by the Ways And Means Coordinator, whose purpose is to plan and implement such fund-raising projects as assigned by the Ways And Means Committee. These projects are not major fund-raisers.

The General Meeting Program Committee is a functional committee, overseen by the Programs and Activities Coordinator, whose purpose is to plan and present short programs for the General Membership Meetings. This may include guest speakers as well as member participation that will be of interest to the members. (new, 2015)

The Hospitality Committee is a functional committee, overseen by the Membership Services Coordinator, whose purpose is to provide refreshments and greeters as needed at Guild sponsored functions, and to oversee the use and supplies of the PCAC kitchen. This committee handles the Annual Holiday Luncheon.

The Hosting Committee is a functional committee, overseen by the PCAC Coordinator, whose purpose is to open and close PCAC according to the posted hours, welcome and guide visitors to the PCAC, assist in operating and maintaining the center, support PCAC events, answer questions or forward them to the appropriate Guild officer, sign up participants for Guild programs, and process transactions/sales. Hosts follow the Hosting Manual and keep abreast of Guild events and classes. The Chair schedules the hosts for the posted hours of operation, up-dates the Hosting Manual, and oversees the training of new hosts.

The Landscaping/Grounds Committee is a functional committee, overseen by the Center Coordinator, whose purpose is to ensure that the grounds of the Plateau Creative Arts Center are neat, safe, and maintained. This committee also may recommend and implement placement of permanent outdoor ornaments, seats, paths, and sculptures.

The Library Committee is a functional committee, overseen by the Center Coordinator, whose purpose is to procure, process and maintain a collection of art related books, magazines, dvd's, etc. for the use of the members and donors.

The Long Range Planning Committee is a standing committee, overseen by the President, whose purpose is to develop detailed five-year and ten-year plans for the future of the Guild. The plans should cover the Guild's mission, goals, and measurable objectives. The committee also reviews the plans annually, noting progress, and



suggests revisions if needed. The Committee should consist of between 8 and 12 members, with no more than 3 current members of the Executive Board serving on it, including the President. A wide range of interests and experience should be represented.

The Member Services Committee is a standing committee, chaired by the Member Services Coordinator, whose members collectively deal with any services rendered to the members. The committee may assist in the annual review of Manuals, assist in training, compile artist biographies, etc.

The Mentoring Committee is a functional committee, overseen by the Membership Services Coordinator, whose purpose is to ensure that new members are welcomed and provided with information about their duties and privileges as well as the organizational structure of the Guild, exhibit guidelines, etc., and to ensure that appropriate forms are completed.

The Nominating Committee is a standing committee, overseen by the Vice President, whose purpose is to provide the membership with a slate of officers and coordinators for a vote. The committee will ensure that each candidate is clear on the duties and tenure of the office, and that they are willing and able to serve.

The Office Committee is a functional committee, overseen by the PCAC Coordinator, whose purpose is to assist all committees in achieving their objectives. Work might entail computer input, producing nametags, writing invitations, mailing, shredding, photocopying, etc.

The Promotion and Publicity Committee is a Standing Committee, overseen by the Promotion and Publicity Coordinator, whose purpose is to produce and implement a recommended plan for promoting the Guild, arrange for the publicity of all Guild events, and aid in the promotion of Guild members' artistic endeavors.

The Programs And Activities Committee is a standing committee, overseen by the Programs And Activities Coordinator, whose purpose is to plan and implement programs and events that highlight art, arrange for classes and workshops of interest to the members as well as the general public that relate to art, arrange for field trips, and provide for social interaction among the members of the Guild. This committee is an important part of the non-profit status of the Guild.

The Scholarship Committee is a functional committee, overseen by the Outreach Services Coordinator, whose purpose is to promote the giving of art scholarships to local residents by advertising availability, providing liaison with schools, interviewing prospective winners, choosing the winner(s), and determining the amount awarded. This committee is an important part of the non-profit status of the Guild.

The Show Committee is a functional committee, overseen by the Exhibits Coordinator, whose purpose is to plan and implement Guild shows housed at PCAC. Guidelines for participation, categories, fee collection, sales, hosting, display and judging are organized by this Committee. If the show is juried, this Committee may work with the input of a Jury Committee. There may be an overall Show Committee, or a sub-committee for each individual show overseen by this committee.

The Social Activities Committee is a functional committee, overseen by the Programs and Publicity Coordinator, whose purpose is to plan field trips and other social activities for the membership. (new 2015)

The Ways & Means Committee is a standing committee chaired by the Ways And Means Coordinator, whose purpose is to investigate, recommend and implement short term plans for the financial well-being of the Guild. The major activity of this committee is to recommend the means that will allow the projected budget to be balanced. Activities such as grant writing, encouraging endowments, creating a foundation, as well as



suggesting items for sale, recommendations for fund raising events, etc. are in its purview. Individual Fund-Raising Events are sub-committees, such as the Golf Tournament.

#### INDIVIDUAL POSITIONS (working independently)

Newletter Editor reports to the Secretary. Edits and produces Art-I-Facts, the membership newsletter. Liaisons with the Member Services Coordinator and Promotion and Publicity Coordinator.

Bookkeeper reports to the Treasurer. Collects and processes bank deposits, inputs income and expenses of the Guild into the Guild's accounting program, and works cooperatively with the Sales Manager, Treasurer and the Finance Committee.

Grant Writer reports to the Chair of the Ways and Means Committee and serves on that committee. Researches, applies for and administers grants for the Guild.

Photographer reports to the Promotion and Publicity Coordinator. Takes pictures of events, artists, and artwork as assigned. Sees that pictures are put on CDs for use of Promotion and Publicity Committee.

Presenter reports to the Promotion and Publicity Coordinator. Makes presentations about the Guild and its activities to Timeshare people and other outside organizations.

Purchasing Agent reports to the PCAC Coordinator. Coordinates the needs of the PCAC and Guild Committees for supplies and sees to their purchase. Researches best values before executing purchases for the Guild.

Sales Manager reports to the Treasurer. Develops and implements procedures for sales of members' artwork. Collects and tracks Gallery sales and commissions. Maintains records of sale of member's artwork. May maintain a customer database.

Volunteer Captain reports to the Membership Services Coordinator. Assists in compiling and maintaining the Committee List, recruits and assists in training volunteers for all positions in the Guild.

Webmaster reports to the Promotion and Publicity Coordinator. Oversees the Art Guild's web site. Serves on the Promotion and Publicity Committee and cooperates with the Photographer, and cooperates with the Secretary for the Member Only portion of the website.