

Arts Morin-Heights Board and Committee activities Proposal for 2010 – 2011 season

We will be having an election in the fall, and all of the positions described here are open for someone to take on. All Board positions need to be filled and all the Activities need one person to lead as well as one or two to help.

For all of the roles, whoever did it previously will help you to get started and be available to provide advice whenever you need it.

Fresh approaches and ideas are welcome. Please get involved so Arts Morin Heights can continue to grow and flourish!

President:

- a. Provides leadership to the Board and the members
- b. Sets date and time for meetings. Notifies members.
- c. Provides agenda for meeting.
- d. Presides over meetings.
- e. Mentors activities of sub-committees.
- f.

Vice President:

- a. Replaces President when required.
- b. Shares president's activities
- c. Understudies to become the next president.
- d. Manages new-membership applications / decisions
- e.

Secretary:

- a. Keeps record of decisions voted upon at meetings and prepares minutes.
(Minutes can be written in either French or English)
- b. Arrange for duty roster for annual exhibit and publish list to be posted at exhibit hall.
- c. Maintains a current list of members with addresses (residence and mailing), e-mail addresses, personal web site URLs, and telephone numbers.
- d. Calls for nominations of next Executive Committee, and moderates elections
- e. Obtains signed waiver forms from all exhibiting artists (town requirement)

Treasurer:

- a. Collects membership dues and, commissions from Annual Exhibit sales.
- b. Pays bills for all expenses incurred on behalf of Arts Morin Heights.
- c. Prepares a Revenue and Expense report at the end of the exercise year.
- d. Prepares & submits any required financial filings (tax reporting etc)

Each of the following activities needs one person to lead and one or two to help.

Publicity:

- a. Plan ads, brochures, etc
- b. Create all graphic designs for use by AMH.
- c. Works with media to place ads, and other media coverage
- d. Creates to create media-releases etc. for publicity purposes

If you have a special skill or interest in writing (English and/or French) or graphics please lead or help

Sponsorship / fundraising:

- a. Create sponsorship solicitation package – update yearly
 - b. Provide sponsorship package to all members and explain its use
 - c. Actively solicit sponsors and grants
 - d. Ensure publicity chair is aware of all sponsors and their levels of support
- If you have a special skill or interest in writing (English and/or French) or graphics please lead or help
- If you have good contacts for sponsorship or ideas for potential sponsors, please help.

Website:

If you have a special skill or interest in working with websites please lead or help.

- a. Design website and actively seek feedback from artists for improvements
- b. Manage relationship with website builder (if external)
- c. Work with web-site builder to create and maintain the site
- d. Ensure all new artists are represented & resigning artists removed
- e. Act as site administrator (needs one back-up person)
- f.

Exhibition logistics:

- a. Plan layout of exhibition room
- b. Organise set-up / take-down of exhibit room
- c. Organise set-up / takedown of vernissage room
- d. Order road signs and organises putting up / taking down of signs
- e. Work with graphic artist to design signs
- f.

Vernissage:

- a. Researches and proposes guest of honor or other special programme components
- b. Plans programme and provide info to Publicity Chair
- c. Overall supervision of Vernissage event
- d. Plans and organises refreshments and room decorations
- e. Liaison with Town re use of Firehall
- f. Obtain liquor permits etc.
- g.