

WCA-CO 2006 Committees

All of the ‘chair’ positions may be shared. If a committee has co-chairs, both people will be considered officers and members of the Board of Directors. Each committee will decide how they will organize and run themselves and how the work will be delegated. All WCA members are asked to volunteer at least 4 hours a year.

Executive committee

Chair: President

General Duties

- a. General meetings
 1. Chair or other appointed representative from the committee attends all general and Board meetings as a voting member and runs meeting.
 2. Schedule and plan meetings, including agenda, location, time, speakers, etc.
 3. Advises Communication committee in timely fashion for postcard and list-serve (Yahoo) announcement of meetings.
 4. Collect agenda items from Committee chairs and membership by email, type agenda and bring 30 (+) copies to general meeting.
 5. Contact other committee chairs and Exhibit committee curators before general meeting to make sure they or another representative from their committees will attend the meeting.
 6. Arrive early, set up chairs, tables for potluck or other if needed, take down & clean up after meeting.
- b. Board meetings
 1. Chair or other appointed representative from the committee attends all general and Board meetings as a voting member and runs meeting.
 2. Schedule and plan meetings, including agenda, location, time, etc.
 3. Advises Communication committee in timely fashion for postcard, list-serve (Yahoo) announcements of Board meetings
 4. Contact other committee chairs before Board meeting to make sure they or another representative from their committees will attend the meeting. Members and other interested parties are welcome to attend.
 5. Develop goals and outlines for rules, operations, educational opportunities, fundraising, etc., with input from appropriate committees.
- c. Committee Volunteer Accountability.
 1. Chair or other appointed representative from the committee is the contact person for the membership if there are questions about committee duties and issues that may come up.
 2. Maintain list of who is volunteering on which committee
 3. Coordinate with other committee chairs to make sure everything is getting done and moving, as it needs to.

EXECUTIVE COMMITTEE POSITIONS:

President, Members At Large, Meeting Host, Program Director

Communications Committee

Chair: Secretary

General Duties:

1. Chair or other appointed representative from the committee attends all general and Board meetings as a voting member and runs meeting.
2. Takes detailed minutes, types them up and sends them to membership via list serve (Yahoo) no more than two weeks after the meeting.
3. Keeps hard copies in a notebook and reports minutes at next meeting.
4. Redesigns website when needed, coordinating with Executive Committee, Web Coordinator, and Webmaster, with input from other committees if needed.

Artlines Newsletter Editor:

1. Collects information and writes a short article for *Artlines*, the WCA National newsletter.
2. Submits by the deadline – Quarterly task.
3. Keeps copies.

Chapter Report Editor:

1. Compiles chapter information and writes a chapter report for the WCA national organization (can be pulled from Artlines plus includes number of CO members, organizational information)
2. Sends report to WCA National Secretary- once a year
3. Keeps copies.

General Meeting Postcard Coordinator:

1. Labels WCA-Co postcards with date, location and short agenda
2. Mails out 2 weeks before meetings to all members and potential members.

Newsletter Editor:

1. Gathers information of events, openings, and news from membership via email
2. Organizes, formats, and sends out newsletter to all members via list serve(Yahoo)
3. Emails newsletter to the Web Coordinator for posting on the website.
4. Updates Yahoo Calendar with event dates.

Web Coordinator:

1. Receives information, in a timely fashion, for the web site from exhibition chairs and curators about present and future shows.
2. Receives information, in a timely fashion, for the web site from the Photo Editor about present and future shows.
3. Receives information, in a timely fashion, for the web site from all other committees when they have information to be posted.
4. Assembles submitted information; supplies instructions for the Web Master as to where the information is to be placed on the site, plus any other needed instructions.
5. Emails or mails CD of the compilation to the Web Master once per month, or as needed.

COMMUNICATIONS COMMITTEE POSITIONS:

Secretary, Artlines Newsletter Editor, Chapter Report Editor, General Meeting Postcard Coordinator, Newsletter Editor, Web Coordinator, Members At Large

Membership committee Chair: Vice President of Membership

General Duties:

1. Chair or other appointed representative from the committee attends General and Board meetings as a voting member.
2. Brings and sends around a sign-in sheet at all meetings.
3. Gives a copy of the sign-in sheet to the Communications committee for inclusion in the meeting minutes.
4. Contacts potential members on sign-in sheet and from other sources about joining.
5. Gives a copy of the sign-in sheet to the Nametag Coordinator.
6. Mail or hand deliver at meetings the Membership Packet to all new members in timely fashion. Packet consists of welcome letter, membership list, Yahoo group instructions, Show Standards, Artists Register information, and schedule of upcoming shows.
7. Updates Membership Packet as needed.
8. Yearly membership drive – brainstorm ideas to increase membership, implement them.
9. Seeks out new members at meeting works as host to introduce new member or potential member to other WCA members. Answers questions of new members.
10. Asks and assigns old member to mentor a new member.

Yahoo Group Coordinator:

1. Receive new members list from Financial committee.
2. Approve addition of members to Yahoo Group list.
3. Help members join Yahoo Groups as needed.

Nametag Coordinator:

1. Creates nametags for new members.
2. Brings nametags to all meeting, collects them at the end of the meeting. and keeps them organized
3. Greets new members and introduces them to a meeting host for introductions.

MEMBERSHIP COMMITTEE POSITIONS:

Vice President, Yahoo Group Coordinator, Nametag Coordinator, Members At Large, Meeting host/s

Financial Committee

Chair: Treasurer

General Duties

1. Chair or other appointed representative from the committee attends General and Board meetings as a voting member.
2. Collects membership applications and dues.
3. Maintains membership list.
4. Emails a list of new and renewal members to Membership Committee and Yahoo Group Coordinator.
5. Supplies list of members “in good standing” to show curators for verification of paid membership when submitting artwork to shows prior to show intake date.
6. Develops a yearly budget with input from all committees.
7. Develops goals and outline for fundraising.

Specific Treasure Duties

1. Maintains financial records, writes all checks, reimburses all cleared expenses.
2. Produces an up to date financial report for each General and Board meeting.
3. Sends WCA National the national dues.
4. Seeks out grants that the WCA could submit to.
5. Supervises Grant Writers and provides financial data for grants

FINANCIAL COMMITTEE POSITIONS:

Financial Committee Positions: Treasurer, Grant Writers, Members At Large

Exhibitions Committee

Chair: Vice President of Exhibitions

General Duties:

1. Chair or other appointed representative from the committee attends General and Board meetings as a voting member.
2. Update Curator Guidelines and Show Standards as needed.
3. Coordinates slides, CDs, resumes from members for proposals.
4. Encourages and coordinates Artists Register online WCA site.
5. Solicit 1-3 curators per show from the committee or membership to coordinate with the venue's representative. Advise them with Curator Guidelines.
6. Arrange for gift to be given to Curators at opening reception.

Proposal Committee

1. Find & research exhibition venues for the group: identify venues that would be open to the WCA for exhibition, develop relationships with key people.
2. Secures exhibition opportunities for the group: determine show themes, put proposals together and present them to targeted art venues (art galleries, centers, libraries, etc, and follow up with venues. Goal of three - four exhibitions per year.

Show Committee

1. Installation and takedown of shows coordinated by Curator (if not provided by venue). The following activities may need to be done by one or more people.
 - a. Entry Person/s. Immediately check artwork for compliance with Show Standards. Accept entries with signed release forms and collect hanging fees. Hand out postcards and remind entrants of opening dates and talks.
 - b. Hangers. Hang show. Clean exhibit space.
 - c. Caller. Call members / entrants to coordinate return of entries not accepted. Curator. Call entrants if entries *could be* included in show if changes to appearance, display method are made. These suggestions may come from the Juror, or the Curators.
 - d. Label Maker. Produce labels for accepted artwork, plus other signage, hang.
 - e. Food Organizer. Purchase food and set up for opening receptions. See budget.
 - j. Show Take Down. Return entries at end of show with signed release forms. Remove labels and tidy exhibit space.

Curators:

1. Read Curator Guidelines
2. Present concise exhibition information to the membership, in a timely manner, in the form of handouts at meetings and list serve (Yahoo) messages and through the Web Coordinator for posting on the web site.
3. Remind members of Show Standards at meetings and on handouts.
4. Coordinate with publicity committee on press releases, postcard design, etc.
5. Contact and arrange for Juror.
6. Inform Treasurer of name and amount of compensation for Juror.
7. Bring reception book (mailing list sign-up) to show openings.
8. Coordinate with Photographer (Archives Committee) to photograph shows.
9. Send thank you cards to appropriate members, curators, directors etc.

EXHIBITION COMMITTEE POSITIONS:

Vice President, Curators, Proposal Committee, Show Committee, Members at Large

Marketing Committee

Chair: Vice President of Marketing

General Duties:

1. Chair or other appointed representative from the committee attends General and Board meetings as a voting member.
2. Discuss and organize a Marketing Plan for each year, and for long-range goals.
3. Delegate duties and implement each aspect of the Marketing Plan.
4. Distribute WCA-CO Brochure to galleries, art centers, etc.

Press Release Coordinator:

1. Gathers and maintains media list for Denver/Metro area and show venue locations if outside of Denver.
2. Writes and sends press releases to the media list before deadlines. Coordinate with Curators and venue on information to be sent.

Mailing List Coordinator:

1. Maintain publicity mailing list. (See reception book and other list serves.)
2. Produce labels from publicity mailing list for each show.
3. Mail postcards for each show 2 -3 weeks before show. Coordinate with Curator and Postcard Designer.

Show Postcard Designer.

1. Solicit images of artwork from members entering show.
2. Design and order postcards for the exhibitions, if not provided by venue
3. Coordinate and distribute postcards to Curator and Mailing List Coordinator.

Brochure Designer.

1. Update new member brochure yearly, with input from committees.

MARKETING COMMITTEE POSITIONS:

Vice President, Press Release Coordinator, Mailing List Coordinator, Show Postcard Designer, Brochure Designer

Archive Committee

General Duties:

1. Chair or other appointed representative from the committee attends General and Board meetings as a voting member.

Photographer:

1. Attends all shows and events and takes photographs; i.e. workshops, meetings, speakers, opening receptions, attendees, curators, jurors, plus individual artwork at shows for website (preferably not shot during opening)
2. Emails or mails CD of photos to Photo Editor.
3. Produces prints for Archive Books as needed.
4. Shoots slides for specific purposes.

Photo Editor:

1. Selects best representative photos of each show, or event, with input from Curators and/or applicable committees
2. Edits, sizes, and labels photos for Archive Book and / or website.
3. Receives and attaches copy for photos from Curators and/or applicable committees.
4. Email or mails CD to Web coordinator for publication on website. Mails/delivers prints to Archive Books Coordinator.

Archive Books Coordinator:

1. Organizes and archives all past shows and group activity information; i.e. postcards, posters, proposals, photos, comments, community projects, etc.

COMMITTEE MEMBERS:

Vice President, Photographer, Photo Editor, Archive Books Coordinator.