

CURRENT DUTIES OF OFFICERS AND COMMITTEE COORDINATORS:

PRESIDENT

Yearly

- File WA State "Nonprofit Corporation Annual Report" in June of each year
- Send in membership renewal to Lopez Chamber of Commerce
- Lead Membership Drive in January and February:
 - Upload notices and email to membership concerning Membership Renewals
 - Oversee the work of the Membership Coordinator
- Upload all events onto the LAG Website Calendar (Meeting dates, Art Shows, Studio Tour, etc..)
- Determine dates for the LAG General Membership Meetings and LAG Board Meetings at beginning of each year
- Prepare budget with Treasurer and review with board

Weekly or bi-monthly:

- check PO Box 767
 - dues: identify on back of envelop, leave in PO Box
 - bills/statements: review, make notes for Treasurer as needed
 - Review Bank Statements
 - Studio Tour Checks: identify on back of the envelop
- put all financial mail back in box for Treasurer

For each meeting:

- send agenda to board for review

- reserve meeting room as needed
- coordinate speakers for general meetings
- lead meetings

Website

- Approve all new member's profile pages, notify Membership Coordinator when new membership checks arrive, so receipts letters and membership cards are sent
- Notify Website Coordinator when request are made for postings on the LAG Website
- Check the website that all art shows are posted and featured as needed

Year-round:

- Coordinate with Treasurer and LAG (accountant) on financial matters
- Communicate with the Scholarship Committee concerning their promotion and selection of recipients
- Communicate with the Publicity Coordinator for Ads and Newspaper Articles
- Coordinate the Year End Holiday Celebration Party

VICE PRESIDENT

- In the event of the absence of the President, the duties, as described above shall be carried out by the Vice-President
- The Vice-President will be the coordinator for one of the LAG committees.

SECRETARY

- Responsible for the recording of the minutes of the Board of Directors, General, and Special Board of Directors meetings

- Submit the Minutes by email to the Board for additions, corrections and/or approval.
- May complete any correspondence required by the Board.

MEMBERSHIP COORDINATOR

- During membership drives and through out the year, coordinator will update the membership list with input from the treasurer.
- Will send a welcoming E-Mail to new members

TREASURER

- Check P.O. Box weekly for payments/bills.
- Record Membership dues received by copying checks before depositing. Record names and deposit amounts on check register.
- Update the Membership dues data on the LAG Website (date/amount).
- Send email to President noting new members, so thank-you note can be sent.
- Pay incoming bills (record in checkbook), normally 1-2 per/month.
- Balance Checkbook with monthly statement.
- Review investment account statement monthly; compare to previous month.
- Renew our status with WA state on a yearly basis.
- Report to Board quarterly with Expenses, Income, and Cash on Hand amount.
- Record Expenses/Income on Budget Form.
- Attend Quarterly Board & Membership Meetings.

BOARD MEMBER AT LARGE

- Attend all LAG General and Board meetings
- Attend LAG art openings and bring refreshments.
- Chair or Participate in a standing committee of LAG
- Support and volunteer for LAG events.

- Review and respond to emails from other LAG Board members in regard to policy and approval of proposals.
- Act as Coordinators as needed for LAG Committees

PUBLICITY

- Create Posters for LAG Art Shows at the Lopez Center and The Gathering Place
 - a. Email Artists 3 weeks prior to an Opening to gather JPG images
 - b. Communicate with artists as to the design of the Poster
 - c. Create, Revise and Print Posters by 2 weeks prior to Opening
- Arrange distribution of Posters to Artists 2 weeks prior to Opening
- Arrange for front page newspaper ad with Islands' Weekly at least 2 weeks prior to Art Show Openings at the Center
- Email Art Show Opening and Event information for Community Calendar in Island's Weekly at least 2 weeks prior
- Place announcements for Art Shows and Events on: LAG Website, Islands' Weekly Calendar, Lopez Rocks, and KLOI Public Service
- Email announcements for Art Shows and Events to LAG Membership 2 weeks prior and day before as a reminder

WEBSITE

- Upload all new and revised information to the LAG Website (Calendar items, Minutes of Board and General Membership Meetings, etc)

- Place LAG News articles on Website
- Determine dates for the LAG General Membership Meetings and LAG Board Meetings at beginning of each year
- Determine dates, with the President of LAG, for the LAG General Membership Meetings and LAG Board Meetings at beginning of each year
- Place announcements, OPPORTUNITIES, NEWS or EVENTS sent from other organizations onto the LAG Website in the appropriate section. Email these announcements to LAG members when appropriate
- Coordinate, Post to LAG website, and revise Schedules for Art Shows at the Lopez Center. This includes reserving dates for shows, hangings and takedown times with the Lopez Center.

SCHOLARSHIP

*Shirley Wright Scholarship - Graduating High School Senior
Total of \$1,000.00 awarded in any one year*

- Contact school staff prior to May 1 to inform potential graduating students of the availability of Lopez Artist Guild Scholarship deadlines & application process.
- Explore avenues for disseminating information about the Lopez Artist Guild scholarship to potential graduating seniors interested in pursuing art education.
- The scholarship committee meets to select the scholarship recipient from applications submitted before June 1.
- Reserve the Library meeting room and notify the committee and applicants of the time and date of the meeting.

- The committee views applicants and decides who will receive the scholarship. The monies can be divided if appropriate.
- Notify the LAG Board with the name of the selected recipient.
- Notify the applicants by email.
- Get Certificate signed by the LAG president and give it to the counselor to be presented at graduation.
- Give an article to the paper about the scholarship winner.
- Monies are sent to the college when you receive a copy of the curriculum that includes art classes. Notify the treasurer and he will write a check to the registrar.

ART SHOW COORDINATOR

Coordinates each LAG show (at the LCCA) starting with retrieving information from LAG website. Information includes list of approved artists for each scheduled show and their contact information, dates related to the show such as deadline submissions for poster photos, art work labels and bios, hanging date, opening date and tear down day. Coordinator notifies artists 4 weeks prior to deadlines,

Coordinator arranges hanging at LCCA Wednesday before each show opening, reminds artists to be prompt, bring a complete list of all their works in the show.

Show Coordinator must be available from 10am to 12pm on these Wednesdays.

Day of show hanging: Coordinator meets with artists, informs them of LAG and LCCA policies, insurance, damage liability, sales, etc., makes sure artists fill out LCCA insurance forms, liaise between artists and LCCA employees, help to hang art work, retrieve ladders, chairs, LAG tools,

hangers, hangs labels and signs in a consistent manner, clean up and finish by noon. Coordinator also arranges with artists what opening night needs are, foods, beverages, plates, napkins, tablecloths, flowers, etc; who will bring what and what time everyone needs to arrive to setup for the opening the following Friday. Coordinator makes sure LCCA insurance forms are completed and each artist leaves a list of their pieces with prices and gives them to the LCCA Director. Coordinator checks out a key to the LCCA for opening night.

Opening Night: **Show Coordinator must be available for Friday night openings from 4 to 7:30pm.** Coordinator arrives early to open LCCA so artists can set up and deal with any last minutes issues. Coordinator makes sure that any tables and chairs needed are brought in, garbage can placed nearby, shuts curtains to main part of Center, etc. Any sales that are made during opening should have a red sticker from the LAG drawer put on the label of the piece. After opening is over (usually 7) Coordinator makes sure **artists** clean up any messes, remove recyclables and garbage from LCCA, and return it the pre-opening state. Coordinator double checks for any unlocked doors, turns off lights, locks up. Key gets returned to LCCA at earliest convenience.

Tear Down: A week prior to the show closing, Coordinator reminds artists that the show is to be taken down on specific date, usually 6 weeks after opening. All artists are to meet at 10am on that day to remove art work or arrange to have it done in their place. Coordinator makes sure everything is picked up and put away including ladders, hangers and hand tools. **Show Coordinator must be available for this floating date from 10 to noon.**

Labels: Two weeks prior to hanging, the title, media, artist name and price for each work entered in the show must be sent to the Show Coordinator. Coordinator will send particulars needed for labels to the artists so as to receive

the correct information for the labels. Coordinator will have labels ready for the hanging.