

Roles and Responsibilities- 2022 Sawtell Art Group Inc

| | |
|----------------|--|
| President | <ul style="list-style-type: none"> • Set Agenda, Chair Meetings, organise and delegate • Compile Annual Calendar of events and ensure this is published on the Sawtell Art Gallery Website. • Updates of constitutional changes sent to Public Officer • Compose Newsletter with assistance of Committee • Monitor Sawtell Art Group Email with Secretary • Seek funding for special events with the assistance of the Committee. • Liaise with Council , Crown Lands, Public Officer and relevant government agencies. |
| Vice President | <ul style="list-style-type: none"> • As above when President away. Other areas of chosen interest and responsibility. • Assist the President, where possible in the operations of the Sawtell Art Group . • Coordinate Fund Raising Activities like raffles and fund raisers. |
| Treasurer | <ul style="list-style-type: none"> • Collect and bank all money received. • Collect mail and email (by arrangement with secretary) • Pay accounts. • Keep records and present an audited account yearly. • Coordinate with committee members to ensure records of their payments and contact details are up to date. This is to include phone, email and bank details where possible. • Assist the President in the acquisition of Grants and provide reports on the remittance of Grant expenditure. |
| Secretary | <ul style="list-style-type: none"> • Set out an agenda to Committee and President • Take type and distribute minutes • Minute incoming and outgoing correspondence (email) • Write collect and answer letters & emails. Monitor Sawtell Art Group email. • Ensure committee have a copy of relevant correspondence Print any necessary stationery • Compile calendar of events with President • Maintain a register of membership (Name, phone, email, address and bank details where necessary) • Ensure new members receive all relevant information which includes a welcome to new members , information sheets , class timetable, committee contacts and membership card. • The Secretary is responsible for the advertisement to advise members of the Annual General Meeting (AGM) a month prior to the meeting and advising the Public Officer of meeting. This notice is also to be posted on social media. • The Secretary is responsible for the dissemination of information about activities at the gallery to Arts Mid North Coast , Coffs Connect , Coffs Harbour Council Website , Prime 7 , Nine MSN and The Coffs Coast Newspaper. |
| Committee | <ul style="list-style-type: none"> • Keep a copy of Membership details as per Constitution , Part 7, 1-6) |

Roles and Responsibilities- 2022 Sawtell Art Group Inc

| | |
|----------------------|---|
| | <ul style="list-style-type: none"> • Be familiar with the Sawtell Art Group Inc Constitution . • Membership cards to financial members • Assist the President, Secretary and Treasurer in the preparation & execution of exhibitions. • Coordinate other members to supervise the gallery during exhibitions and special events. • Compile class roles for teachers and ensure enrolment lists are displayed a month before classes begin. • Ensure teachers follow up students and confirm attendance • Contribute to Newsletter and ensure members stay abreast of issues at the Gallery. |
| Members | <ul style="list-style-type: none"> • Participate in classes and respect the needs and interests of other artists and tutors. • Pay membership dues promptly at the beginning of the year • Provide your own artistic supplies and clean up after each session in the designated cleaning areas. • Keep the kitchen area clean and tidy ensuring any borrowed mugs are washed in warm soapy water, wiped, then replaced in cupboards. Place any used tea towels at the end of the day in the laundry tub so they can be washed and returned for use. • Volunteer to take the washing home every now and then so we can share the load. • Advise the Committee any time you notice damage or a concern for the safety of others in the building. • Show appreciation for the artwork of others and provide constructive advice when asked. • Build on collegiality at the gallery by participating in workshops, volunteering for duties and supporting social events. • Contribute ideas to help run the gallery efficiently and smoothly • Above all, enjoy yourselves. |
| Website & Web Master | <ul style="list-style-type: none"> • The Website is the front face of the Sawtell Art Group and the main point for the community to access the activities at the gallery. • The Webmaster is responsible for the upkeep and maintenance of the website. • The Web Master must ensure all information relevant to the Sawtell Art Group Inc is accurate and has been approved by the President and the Committee. • The website is to be kept updated and accurate at all times. • Any information & Images posted on the website must have the approval of the people involved and respect their privacy. • The website is not to be used to promote any other organisations other than to advertise art activities in the surrounding area. • The webmaster is responsible for the posting of the Newsletter so that members can access past notices if they have missed them over a twelve month period. • The webmaster is to ensure all photographs of art work are labelled and have the approval of the artist to publish. |

Roles and Responsibilities- 2022 Sawtell Art Group Inc

| | |
|--|--|
| | <ul style="list-style-type: none"> Any art work sold from the website will incur the same commission as that imposed by the gallery at that time. |
| Newsletter | <ul style="list-style-type: none"> The purpose of the Newsletter is to keep people informed of events and activities at the gallery. All members can contribute to the newsletter including promotions for craft or art they have for sale. The newsletter should include not only information on classes and workshops but opportunities in the wider community for art workshops and activities. The newsletter should also include information on the accounts of the gallery, maintenance of the building and issues with council. |
| Social Media Officer | <ul style="list-style-type: none"> The position of Social Media Officer is a role growing in importance. Social media, incorporating Email, Facebook, Instagram, YouTube and Twitter (and any other platform in the future) are becoming more important as a means of communicating information to members and the wider community. The position of Social Media Officer is responsible for the voice of the Sawtell Art Group in this setting. They should ensure all information is respectful and places the group in a positive and interesting light. Members need to approve the posting of their images on social media thereby ensuring their privacy is respected . No identifiable images of children are to be posted without written permission from the parents or guardians. Any person using any platform of Social Media to denigrate , humiliate or embarrass a member of the Sawtell Art Group will lose membership and cease to be an active member of the club without refund of membership. |
| Sponsorship Coordinator Advertising | <ul style="list-style-type: none"> The importance of sponsorship for our Annual Exhibition cannot be underestimated. The coordinator needs to follow up letters that are sent out at the beginning of the year seeking sponsorship for the sections of the Annual Exhibition. Sponsorship can also be sought for special exhibitions held throughout the year. The Sponsorship Coordinator is encouraged to provide incentives and opportunities for the Sponsors to utilise the Gallery. They are to be invited to all openings throughout the year and promoted as “Friends Of The Gallery”, with benefits and opportunities. It is the responsibility of the Sponsorship coordinator , in cooperation with the Committee to ensure contact with sponsors is ongoing and inclusive. Each Sponsor should be included in the Newsletter where their business is featured and members are encouraged to utilise their products where possible. The Annual General Meeting (AGM) is to be advertised in the local paper as per the constitution. It is the responsibility of the Sponsorship Coordinator and the Secretary to ensure this add is placed a month prior to the AGM . |

Roles and Responsibilities- 2022 Sawtell Art Group Inc

| | |
|-------------------------------|---|
| <p>Workshops Coordinator</p> | <ul style="list-style-type: none"> • The coordination of Workshops is to be done in cooperation with Secretary and the Committee. • They are to book tutors contacting them approximately 3 months before workshop to organise dates and costs. • Notify members of the upcoming workshops. • Create and organise advertising with dates times, fees, pictures and history of the tutor. • Generate a list of students interested in participating in the workshop. Ensure that the Secretary, President and Treasurer are aware of the numbers. • Ensure full payment is made at least a week before workshop begins. • It is essential that workshops pay for themselves. If a student is unable to attend and a replacement cannot be found, then that student will incur the full cost. If it is determined that there are extenuating circumstances a refund can be issued with approval of the Treasurer and President. • The Bank details of Tutors are to be obtained so a direct deposit can be made into their accounts. Tutors must be advised that an invoice is expected, and the essential details are passed onto the Treasurer. Payment cannot be made without an invoice from the Tutor. • Ensure that there is someone to open and close the gallery on workshop days. Garbage is to be removed and the gallery left clean and tidy. • Participants are to be given a standard survey sheet at the completion of the workshop. Details of the feedback are to be shared with the committee and the Tutor. |
| <p>Exhibition Coordinator</p> | <ul style="list-style-type: none"> • The Exhibition coordinator is responsible for the physical display & presentation of each exhibition in cooperation with the Committee. • They are to ensure that information on entries is processed and that each entry has the correct label with price, name of artist and title information. • A folder with entries in alphabetical order is to be kept with official entry forms. These entries are to be received a week before delivery of artwork. When the artwork is delivered the artists is to check all details on their entry form and sign a form that includes details on the condition of the artwork. Details of any perceived damage, seen by the by Exhibition Coordinator is to be recorded. • Each exhibition is to have a program which is to include any sponsors with a list of exhibitors, name of work, name of artist, medium and price of work. • Each sale is to be recorded in the sales book and issued with a receipt of sale. This includes sales through EFTPOS. Each receipt is to include the artist, title of work and price paid. A copy of the receipt is to be given to the purchaser. In the sales book they are to record details of the work sold. Artist, Title of work, price paid |

Roles and Responsibilities- 2022 Sawtell Art Group Inc

| | |
|--------------------|---|
| | <p>(or details of deposit paid) name of purchaser, contact details of purchaser.</p> <ul style="list-style-type: none"> • On collection of the art work the purchaser is to be handed a Certificate of Authenticity that includes the name of the artist the price, date of sale, the exhibition name and year on Sawtell Art group Inc letterhead. These documents can be found on the Sawtell Art Group laptop in the Exhibitions Folder on the desktop. No password is needed to access the desktop. • When an exhibition has a prize or is adjudicated in any way, the Exhibition Coordinator is to ensure that a running sheet of awardees is compiled and cards made for award winners and the information is also posted on the gallery wall. This list is to be presented to the President for any official presentation. • Local media to be informed of any official openings. |
| Annual Exhibition | <ul style="list-style-type: none"> • All systems in place for normal exhibitions apply to the Annual Exhibition with the following : • All Sponsors are to be invited to the opening and informed of the prize they will be presenting . • Entry forms are to be available on the Sawtell Art Gallery Website. Other local galleries are to be emailed with details of the Annual Exhibition along with Arts Blast, CHCC and NSW Regional Arts. • Diary Dates for Annual Exhibition to be clearly on display on the website and at the gallery. • Personnel organised for taking in and hanging of display. • Be aware of entries arriving by courier and proposed collection dates. • Judges for Annual Exhibition to be organised well in advance and payment details established. • Invitations to dignitaries and Sponsors sent by post and or email where appropriate. Ensure a member of the Committee is charged with ensuring dignitaries and sponsors are welcomed and supported during the evening. • Distribute thank you letters and certificates of appreciation after the event. |
| Grants Coordinator | <ul style="list-style-type: none"> • This is the responsibility of all Committee members. • Committee members to hunt for information on available grants and share this information with the President and Treasurer. • The President is to oversee the application of any Grant Money and ensure that the application is reasonable and achievable. • Capital works grants need liaison with Council, building permissions and contractors. • Complete all Acquittals for Grants obtained. |