

VOLUNTEERING – Committee Roles

Each member is required to commit minimum of 3 volunteer hours to maintain membership in good standing (Life members exempted)

Area	Volunteer position/ committee	Definition of the role	Number of people required for the position PER YEAR	Duration and hours PER VOLUNTEER	Reporting to
Marketing committee	Content Development	<i>Based on exec messages and initiatives writing content to be fed to digital and printed media</i>	4 Volunteers	6-12 months 3 hours per volunteer (as needed)	Marketing Leader
	Image content development	<i>Build and maintain ongoing image database Database images will be gathered from members' artworks and events</i>	4 Volunteers	6-12 months 3 hours per volunteer (as needed)	
	Media relations	<i>Sending built content to other regional media and authorities (announcements, newsletters etc)</i>	1 volunteer	6-12 months 1 hour per volunteer	
Website	Website master	<ul style="list-style-type: none"> • Responding to KWSA emails, • Updating website. • Maintaining hosting and supporting members with technical issues (login etc) for the website • Getting content from Marketing leader (and/or execs) to include on KWSA website 	1 volunteer	1 year 6 hours per volunteer	Marketing Leader
Social media marketing	Instagram content management	<i>Based on developed content, post Instagram stories, photos (from image bank and taken photos) etc</i>	1- 3 volunteers	4 months 10 hours per volunteer	Marketing Leader
	Facebook content management	<i>Based on developed content, post Facebook announcement, photos (from image bank and taken photos) etc</i>	1- 3 volunteers	4 months 10 hours per volunteer	
	Email Marketing	<ul style="list-style-type: none"> • Creating content to be sent as monthly newsletters to members (the announcements, etc) • Creating content to be sent to public to attract new members (by working with Membership Secretary) • Working closely with Website master 	2- 3 volunteers	4 months 2 hours per volunteer	

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Program Coordinator	Program Coordinator	<ul style="list-style-type: none"> Contact and schedule guest speakers Solicit suggestions from the membership for speakers and topics Plan one meeting open to the general public (ie art teachers, municipal leaders, potential members etc) Plan two meetings per year for members actively participating (ie skills night demos) 	2- 3 volunteers	6-12 months 4 hours per volunteer (as needed)	President
Volunteer management	Volunteer Coordinator	<ul style="list-style-type: none"> Build, maintain and manage member database for volunteering hours. Track volunteer hours, match the volunteer areas with volunteers Provide sorted list of volunteers by category to related committees (ie Show coordinators, Membership operation etc) 	1 volunteer	6 months 4 hours per volunteer	President / Vice President
Members Meeting operations	Refreshments coordinator	<ul style="list-style-type: none"> Schedule 2 refreshment providers for each monthly in-person meeting based on the list of volunteers provided by the Volunteer Coordinator Provide completed volunteer list to Volunteer Coordinator for updating of hours 	1 volunteer	1 year 2 hours per volunteer	President / Vice President
	Greeters' coordinator	<ul style="list-style-type: none"> Schedule 2 greeters for each monthly in-person meeting based on the list of volunteers provided by the Volunteer Coordinator Provide completed volunteer list to Volunteer Coordinator for updating of hours 	1 volunteer	1 year 2 hours per volunteer	
	Greeters	<ul style="list-style-type: none"> During monthly meetings; greeting the members, supplying them with name tags, record attendance each month Collecting name tags after the meeting 	10 volunteers	Each monthly meeting 1 hour per volunteer	Greeters' Coordinator
	Refreshments Volunteer	<ul style="list-style-type: none"> Bringing beverage and snacks for the meeting (expenses reimbursed) 	10 volunteers	Each monthly meeting 1 hour per volunteer	Refreshments coordinator

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Show committee	Show Coordinator	<ul style="list-style-type: none"> • Liaise with the gallery to determine show details: dates, marketing, take-in and take down, receptions • Execute a show contract • Share the details with the Show Committee Volunteers • Delegate tasks to Show Committee Volunteers • Search for potential jurors • Create and execute juror's agreement if applicable 	1 Coordinator per show (3 shows per year)	(3 shows per year) 5 hours per volunteer	President / Vice President
	Show Committee Volunteers	<ul style="list-style-type: none"> • Based on the show contract develop a Call to Entry form for distribution to membership • Take in submissions & build submission spreadsheet • Create artwork labels • Distribute submission list to participating artists to verify • Liaise with marketing for show promotion • Create show promotion piece for membership distribution (i.e. postcard) • Art Show take in - checking in artwork • Art Show take down - checking out artwork • Show Installation: varies by gallery • Providing content to Instagram, Facebook and Website committees) • Bringing beverage and snacks for the opening reception (expenses reimbursed) 	6-8 volunteers per show	3 hours per volunteer	Show Coordinator
	Refreshments	Bringing beverage and snacks for the opening reception (expenses reimbursed)	2 volunteers per show (3 shows per year)	3 hours per volunteer	
	Show Venues Scout	<ul style="list-style-type: none"> • Suggest a team of 2 be tasked with finding new show venues • Supporting president with organization of finding the place, finding jurors for the shows. Etc • Taking notes for future actions 	2 volunteers	3 hours per volunteer	President

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Goodwill Committee	Goodwill Ambassador	<ul style="list-style-type: none"> Send flowers/donations (ie for condolences, sympathy, congratulations) 	1 volunteer	1 year 5 hours per volunteer	President / Vice President