

## VOLUNTEERING - Exec Roles

Volunteer Exec Role	Definition of the role	Skills required	Hours of volunteering	Duration of the role
<b>President</b>	<ul style="list-style-type: none"> <li>▪ <i>Provide a leadership role for members of the executive in helping establishing initiatives and future directions</i></li> <li>▪ <i>Chair three executive meetings in a year</i></li> <li>▪ <i>Prepare agendas and distribute for monthly meetings</i></li> <li>▪ <i>Chair monthly meetings</i></li> <li>▪ <i>Attendance at all show openings</i></li> <li>▪ <i>Assist in locating meeting facilities</i></li> <li>▪ <i>Promote membership in the community</i></li> <li>▪ <i>Liaise with other art organizations</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Collaborative people skills</i></li> <li>▪ <i>Time management</i></li> <li>▪ <i>Be able to delegate</i></li> <li>▪ <i>Computer skills (email, MS office such as Word, Excel)</i></li> <li>▪ <i>Marketing savvy</i></li> </ul>	6 hours per month	2 years
<b>Vice President</b>	<ul style="list-style-type: none"> <li>▪ <i>Provide backup for President's duties</i></li> <li>▪ <i>Actively research exhibition opportunities</i></li> <li>▪ <i>Collaborate where feasible with other local art associations</i></li> <li>▪ <i>Organize monthly raffles</i></li> <li>▪ <i>Promote membership in the community</i></li> <li>▪ <i>Liaise with other art organizations</i></li> <li>▪ <i>Other duties assigned by the President</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Collaborative people skills</i></li> <li>▪ <i>Time management</i></li> <li>▪ <i>Be able to delegate</i></li> <li>▪ <i>Marketing savvy</i></li> <li>▪ <i>Computer skills (email, MS office such as Word, Excel)</i></li> </ul>	4 hours per month	2 years
<b>Secretary</b>	<ul style="list-style-type: none"> <li>▪ <i>Take minutes of executive meetings</i></li> <li>▪ <i>Take minutes of monthly member meetings</i></li> <li>▪ <i>Draft and distribute the minutes to the President for approval and issue final document</i></li> <li>▪ <i>Distribute minutes by email in a timely manner</i></li> <li>▪ <i>Promote membership in the community</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Good communication skills</i></li> <li>▪ <i>Good time management</i></li> <li>▪ <i>Notetaking skills</i></li> <li>▪ <i>Able to use MS Word program</i></li> </ul>	6 hours per month	2 years

Volunteer Exec Role	Definition of the role	Skills required	Hours of volunteering	Duration of the role
<b>Treasurer &amp; Membership Secretary</b>	<p><b>Treasurer:</b></p> <ul style="list-style-type: none"> <li>▪ Reconcile the KWSA bank account monthly and provide a monthly statement to the executive after each month end</li> <li>▪ Provide an annual reconciliation to the executive after each year end</li> <li>▪ Receive and deposit show entry fees</li> <li>▪ Write disbursements as required</li> </ul> <p><b>Membership Secretary:</b></p> <ul style="list-style-type: none"> <li>▪ Maintain the membership database, adding new members and removing non-returning members</li> <li>▪ Membership database includes: name, address, contact information, artistic media, skills, initial membership date and volunteering activities</li> <li>▪ Prepare and distribute renewal forms to members</li> <li>▪ Promote membership in the community by working closely with Marketing Manager</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excel and/or data management computer knowledge</li> <li>▪ Fiscal responsibility</li> <li>▪ Mathematical savvy</li> </ul>	6 hours per month	2 years
<b>Marketing / PR / Media Manager</b>	<ul style="list-style-type: none"> <li>▪ Manage committees for digital and traditional marketing including promotional content</li> <li>▪ Relay exec messages to social media committee</li> <li>▪ Coordinate show content for digital marketing and presence</li> <li>▪ Coordinate postings for other organizational bodies (ie political, municipal, other cultural organizations etc) and press</li> <li>▪ Each year create digital record of the annual events</li> </ul>	<ul style="list-style-type: none"> <li>▪ Self starter</li> <li>▪ Communication skills</li> <li>▪ Organizational skills (people and time management)</li> <li>▪ Marketing background is a plus but not required</li> </ul>	6 hours per month	2 years