

The Art Center Cooperative, Inc. Committee Responsibilities

Artwalk Committee Responsibilities

- Lead to contact Downtown vision (Circe LeNoble) and inform her of the next month's featured artist
- Coordinate all Artwalk activities

Building Committee Responsibilities

- Report to the board and general meetings
- Search for building or space that may be donated

Curating Committee Responsibilities

- Coordinate hanging days and assist artists if they have questions or need help switching out work
- Assure that all work is in compliance with policies and procedures
- Coordinate with the policies and procedures committee

Finance Committee Responsibilities

- Set a budget; budget items to include – artwalk, featured artist shows, special events, advertising, rent, utilities, fund raising activities
- Assist treasurer with late payment notifications
- Notify members of non-compliance

Fund Raising Committee Responsibilities

- Report to the Board and General Meeting
- Research and produce fundraising ideas
- Coordinate fund raising activities

Grant Writing and Research Committee Responsibilities

- Report to the Board and General Meeting
- Research and write grants for building and education committees

Historian/Archivist/Secretarial Committee Responsibilities

- Assist board secretary by taking minutes at general meetings
- Assist in typing and printing documents for policies and procedures committee
- Assist in creating flyers and brochures for special events, workshops/classes and fundraising events
- Track and record events to show center progress

Hospitality Committee Responsibilities

- Obtain and set up refreshments at all appropriate functions
- Inventory wine, napkins, plates, etc. after every Artwalk
- Secure sponsorship from donors for fund raisers and special events

Internet/Web Development Committee Responsibilities

- Report to the Board and General Meeting
- Develop and maintain web and blog sites

Jury Committee Responsibilities

- Lead to contact prospective members
- Arrange time for work to be dropped off and picked up at the gallery
- Coordinate time for jury members to meet and view the work
- Decide on acceptance or rejection of presented work
- Notify artist of decision, by email or letter
- Insure contract is completed and turned into the finance committee with payment
- Report to the Board and General Meeting

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Marketing and Promotions Committee Responsibilities

- Report to the Board and General Meeting
- Attend chamber and small business functions
- Write and send press releases
- Make connections with the various publications, TV stations and radio stations
- Decide on where to place the ads and what event to publicize. Create flyers and brochures

Photography Committee Responsibilities

- Photograph all events
- Coordinate with the Marketing/Promotions and Web Committees to produce photographs for publicity

Policies and Procedures Committee Responsibilities

- Write policies and procedures for the art center
- Report to the Board for approval
- Present copies of policies and procedures to the general membership for approval

Special Events Committee Responsibilities

- Report to the Board and General Meeting
- Organize special events
- Coordinate with the Marketing and Promotions Committee

Workshop/Education Committee Responsibilities

- Report to the Board and General Meeting
- Interview and hire teachers for workshops
- Develop workshops
- Develop Education Program
- Develop Relationships with other non-profit organizations to utilize the art center classes
- Coordinate with the grant writing and research committees