

Manassas Art Guild
Job Descriptions • Committees & Coordinators
Approved 11/14/2010

In progress.

PROGRAMMING COMMITTEE

Activities Coordinator
Exhibits Coordinator
Program Coordinator (monthly meetings)
Workshop Coordinator

PROMOTIONS COMMITTEE

Publicist
Graphic Designer
Mailing List Manager
Newsletter
Webmaster
Web site editor
Web networking

HOSPITALITY COMMITTEE

Appreciation (thank yous, condolences, etc)
Phone Tree
Refreshments

MISCELLANEOUS

Grants Writer
Membership Coordinator

Position Title: Newsletter Editor

Role: Designs, writes, edits, publishes and distributes the Guild's newsletter.

Duties:

- Two weeks before publication (or other time frame as determined by the incumbent), solicit articles and information for the newsletter from the board, committees and general membership. Peruse newsletters from other art groups, miscellaneous mail, and other resources for items of interest to members.
- Edit and format accumulated information for optimum readability, relevance and space limitations, with emphasis on upcoming Guild events. Attach all entry forms, flyers and other material as needed.
- Maintain and periodically update the newsletter mailing list, to include area art guilds, local officials and other relevant parties, as well as all current Guild members.
- Publish on or about the first of every month (with the exception of December-January and July-August.) Distribute by email whenever possible.
- Keep one copy of every newsletter, and make additional copies available as needed.
- Submit receipts to the treasurer for reimbursement of costs incurred.
- Recruit volunteers as needed to assist with completion of duties.

Position Title: Membership Coordinator

Role: Provides prompt response to prospective members enquiring about the Guild, welcomes new members, and ensures member information is distributed as needed and on a timely basis.

Duties:

- Respond to enquiries about membership by sending the enquirer a membership brochure and the most recent newsletter.
- Send new members a Welcome Packet, and forward their contact information to the newsletter editor, the phone tree, the webmaster, and the board members. If the new member has checked off volunteer positions, forward those to the board as well.
- Maintain the membership roster and be able to provide up-to-date copies on request. If possible, updates should be sent automatically via email whenever there is a change or addition.
- Each year in May, send a notice to the newsletter editor and/or general membership about renewing dues. Repeat monthly until the end of September.
- Provide membership cards to new and renewing members.
- Forward dues to the treasurer, and ensure that the membership roster matches the treasurer's roster.
- On October 1 of each year, remove from the roster all members who have not renewed their dues, and notify them they have been removed. Forward this list to the newsletter editor, the phone tree, the webmaster, and the board members.
- Submit receipts to the treasurer for reimbursement of costs incurred.
- Recruit volunteers as needed to assist with completion of duties.