

2020 Colborne Art Gallery Roles & Responsibilities

Department	Responsibilities:	Members:
Administration & Finance	<ul style="list-style-type: none"> ▪ Treasurer/Bookkeeper (planning & tracking budget, paying bills) ▪ Membership fee administration ▪ Check <i>Treasurer</i> @ emails ▪ Check <i>Info</i> @ emails and handle messages ▪ Mail pickup from Post Office ▪ Secretarial duties – take meeting minutes, distribute to members ▪ Meeting Chair – set agenda, preside over meetings ▪ Gallery history binders (all press, invitations, members' rack cards) ▪ Create sitting schedule ▪ Gallery cleaning supplies etc. ▪ Update & manage policy documents, etc. ▪ Keep desk binders updated ▪ Create nametags for new members 	Clare Clare Clare & Barb Barb Helen Helen Charles Irene Elizabeth Heather Lorelyn Lorelyn Clare
Website	<ul style="list-style-type: none"> ▪ Oversee, organize & update internal & external content on on-going basis ▪ Liaise with John Charlton 	Lorelyn Lorelyn
Exhibitions	<ul style="list-style-type: none"> ▪ Show scheduling ▪ Show curating ▪ Communicating with guest artists ▪ Show labels ▪ Show hanging ▪ Show lighting ▪ Art in municipal building & library (hang) 	Charles Charles Charles Helen Irene, Omar, Charles & Elizabeth Omar Omar & Charles
Building Maintenance	<ul style="list-style-type: none"> ▪ Liaise with Cramahe Township ▪ Ongoing gallery maintenance ▪ Landscaping 	Elizabeth <i>As it arises</i> Irene (& Cramahe Hort)
Membership	<ul style="list-style-type: none"> ▪ Seek potential new members ▪ Present new applicants to membership ▪ Provide information/education for potential and new members 	Elizabeth Elizabeth Elizabeth
Fundraising	<ul style="list-style-type: none"> ▪ Annual juried show ▪ Acquire donations/sponsorships from individuals and businesses 	Barb Elizabeth
Marketing (see details on website)	<ul style="list-style-type: none"> • Gather promo content & pics from guest artists and send to Heather, Lorelyn & Willie • Provide promo content & pics to Heather, Lorelyn & Willie • Photography • Marketing Committee <ul style="list-style-type: none"> • Copywriting • Press coordinator – paid & free advertising • Design • Order print material • Check guestbook for email addresses, update Mailchimp • E-newsletter • Social media (facebook) 	Charles <i>Everyone</i> Rosanne Heather, Rosanne, Willie Heather Heather Willie Willie Rosanne Rosanne Barb