

## Lakes Region Art Association - Standing Committee Structure – as of Oct 5, 2016

### Board of Directors/ Governing Board

Members:

- President
- Vice President
- Treasurer
- Recording Secretary
- Corresponding Secretary
- Four other LRAA members

### Responsibilities:

- Determine mission and purpose
- Ensure effective planning
- Monitor and strengthen programs and services
- Ensure adequate financial resources
- Protect assets and provide proper financial oversight
- Build a competent board
- Ensure legal and ethical integrity /Governance
- Enhance the organization's public standing

### Standing Committees:

#### Executive Committee

Members:

- Board President - Chair
- Vice Chair
- Treasure
- Recording Secretary
- Corresponding Secretary

### Responsibilities:

- Exercising some or all powers of the board between regularly scheduled meetings.
- Serving as a sounding board for committees on emerging issues, problems, and initiatives.
- Reporting to the board at the board's next meeting on any official actions it has taken.
- Responsibility for developing and reviewing bylaws, policies and procedures

## Finance Committee

Members:

- Treasure
- Board President
- One or more LRAA members

## Responsibilities:

- Develop, maintain and review the Finance policies and procedures.
- Present any recommended changes to the Board
- To prepare and review budgets and monthly financial reports
- To help develop appropriate procedures for budget preparations and consistency between the budget and the organization's plans
- To report to the board any financial irregularities, concerns, opportunities
- To recommend financial guidelines to the board
- To work with committees on financial reporting
- To oversee short and long-term investments
- To recommend selection of the auditor and work with the auditor
- To advise committee chairs on financial priorities
- Provide a monthly report to the board

## Nominating Committee

Members:

- Three or more LRAA members Responsibilities:
- Develop, maintain and review the nomination process policies and procedures. Present any recommended changes to the Board
- Responsible for overseeing the dissemination of information about the nominations process
- Identifies needed board member skills
- Soliciting recommendations from the membership
- Contact prospective board members and explain responsibilities of open position
- Recommend a slate of board candidates to the board
- Recommend a slate of officers to the board
- Present slate at Annual Meeting

## Scholarship Committee

Members:

- Two or more LRAA members Responsibilities:
- Develop, maintain and review scholarship policies and procedures. Present any recommended changes to the Board
- Research and select scholarship opportunities

- Request Board approval for Scholarship fund donations

### **Fundraising Committee**

Members:

- One Board Member
- Two or more Association Members Responsibilities:
- Develop, maintain and review Fundraising polices and procedures. Present any recommended changes to the Board
- Develop a Fundraising budget. Present to Finance Committee for approval
- Responsible for LRAA fundraising activities including the 50/50 raffle, art auction, 4x6 card sales
- Provide reports to the board

### **Membership Committee**

Members:

- Two or more LRAA members Responsibilities:
- Develop, maintain and review membership polices and procedures. Present any recommended changes to the Board
- Build and maintain LRAA membership
- Maintain all membership records, databases and forms
- Responsible for new and renewal membership fulfilment
- Develop a membership budget. Present to Finance Committee for approval
- Provide a monthly report to the board

### **Events Committee**

Members:

- One Board Member
- Two or more Association Members, include a Gallery representative Responsibilities:
- Artists of the Month
- Develop, maintain and review “Artists of the Month” polices and procedures. Present any recommended changes to the Board
- Handle “Artist of the Month” business location logistics including, securing locations, easels, signage, log-in books and communications
- Handle “Artist of the Month” selection process at membership meetings, including voting, certificates, and publicity photo of selected artists
- Develop a “Artists of the Month” budget. Present to Finance Committee for approval
- Provide Communications Committee “Artists of the Month” information and photo
- General Membership Shows, Special Exhibits and Gallery Exhibits
- Develop, maintain and review a set of Show polices and producers for each event. Present any recommended changes to the Board
- Determine an annual list of shows based on areas of interest LRAA members. Coordinated dates and locations with the Board, Communications, Gallery and Education Committees

- Develop a General Membership Shows, Special Exhibits and Gallery Exhibit budget. Present to Finance Committee for approval
- Handle all show location logistics including, securing locations, contracts, signage, set-up, break-down, opening receptions, security, volunteers and communications
- Handle all art entry logistics including “Call for entries,” judging, art tags and communications with artists
- Work with Communications Committee on event marketing
- Provide a monthly report to the board

### **Communications Committee**

Members:

- One Board Member/ Correspondence Secretary
- Four or more Association Members to include:
  - Webmaster
  - Newsletter editor/manager
  - Public Relations/ Press Release writer(s)
  - Advertising/media manager Responsibilities:
    - Develop, maintain and review LRAA communications/marketing/ public relations policies and procedures. Present any recommended changes to the Board
    - Responsible for maintaining a master calendar of all LRAA activities, shows and special events
    - Responsible for communicating information to the membership
    - Responsible for communicating information to the general public about LRAA
    - Responsible for maintaining the information posted on the LRAA website.
    - Responsible for a monthly newsletter distributed to the membership and public email lists.
    - Responsible for developing a communications budget. Present to Finance Committee for approval
    - Responsible for the marketing of LRAA a General Membership Shows and Special Exhibits, “Artists of the Month,” LRAA Membership Meeting programs, LRAA Scholarships, LRAA membership news, LRAA Annual Meeting/ Board elections and other news and events targeting LRAA general membership activities.
    - Responsible for coordinating the Communications Committees’ activities with the Gallery, Events and Education/ Workshop committees’ marketing efforts
    - Provide a monthly report to the board

### **Education Committee**

Members:

- One Board Member
- Two or more Association Members Responsibilities:
  - LRAA Membership Meeting Programs
  - Determine areas of interest of LRAA members
  - Develop a program budget. Present to Finance Committee for approval
  - Research and secure speakers for LRAA Membership meetings

- Handle all communications with speakers including contracts, set-up, breakdown, payments and follow-up
- Handle all meeting location logistics including, contract, special equipment, volunteers, set-up and break-down
- Provide Communications Committee programming/speaker information
- Provide a monthly report to the board
- LRAA Workshops
- Develop, maintain and review workshop policies and procedures. Present any recommended changes to the Board
- Determine workshop areas of interest LRAA members
- Develop a workshop budget. Present to Finance Committee for approval
- Research and secure a series of workshops and instructors
- Handle all communications with instructors including contracts, dates, location, travel, set-up, breakdown, payments and follow-up
- Handle all workshop logistics including, location, food, supplies, special equipment, volunteers, set-up and break-down
- Handle all workshop attendee registration and payments
- Handle workshop marketing, coordinating information with the Communications, Gallery and Events committees
- Provide a monthly report to the board

## Gallery

Member:

- Gallery Manger

Responsibilities:

- Develop, maintain and review LRAA Art Gallery policies and procedures. Present any recommended changes to the Board
- Develop a Gallery budget. Present to Finance Committee for approval
- Responsible for the day-to-day operations of the Gallery, including staffing, sales/bookkeeping, customer service, supplies, location maintenance, landlord relations, insurance and safety
- Responsible for Gallery member relationships including billing and collections, orientation, gallery member's meetings
- Responsible for Gallery marketing, including press release, advertising, mailing list and special promotions for activities held at the Gallery. (Excludes workshops and general membership meetings)
- Responsible for window display
- Responsible for special events held in the Gallery
- Responsible for recruitment and oversight of Assistant Gallery Manger, Gallery Planning Committee, Gallery Members, Gallery Marketing Committee, Gallery Window Committee and Gallery Events Committee
- Responsible for attending Board meetings and providing a monthly report to the board