

# Alphabetical Listing of Volunteer Opportunities

## Non-Board Positions.

### **Art 101 Classes Chairperson Fall/Winter Season**

- Schedule introductory art courses
- Recruit instructors from within the SRAL membership
- Oversee writing a course description, including objectives and techniques
- Oversee compilation of supply list/ order necessary supplies
- Assists the instructors as needed and collect the class supply fee.

### **Eblast Editor Bi-Monthly, except in the summer**

- Maintain an email distribution list for the membership eblast.
- Request updated information from all the eblast contributors.
- Edit and compile the information provided.
- Contribute pertinent information, keeping members cognizant of various Community activities and opportunities for the membership.

### **Exhibit Chairperson This can be 1 person or 2 co-chairs per exhibition**

- Oversee all aspects of an exhibition ensure a smooth running and successful event.
- Communicate exhibition progress with the SRAL Board and Eblast editor.
- Be cognizant of the exhibition budget, track and submit expense report
- Coordinate with GVR for the facility requirements, show hanging/ reception
- Recruit and organize volunteers for the show set up/take down and reception
- Preside over the reception. (Exhibitions are listed below.)
  - Ellen Sussman-Eva Briggs Memorial Abstract Art Competition (January)
  - Annual Members' Exhibit (December)
  - Annual Members' Exhibit (March)
  - Open Shows
  - Permanent Shows (4 times per year)
  - Masters (March)

### **General Meeting (Audio/Visual) 1 day per month (2<sup>nd</sup> Thursday of the month)**

- Set up/take down of the audio/visual equipment used during the artist demonstration.

### **GVR Showcase 1 Day ONLY (in either January or February)**

- Organize a SRAL promotional display and recruit volunteers to man it.
- (Much of the display is reusable and stored at the studio)

### **General Meeting Food Manager 1 - 2 Days per month**

- Set up and organize refreshments brought to the general meetings

### **Librarian Year-Round**

- Management of the physical library inventory and book checkout system.

**Locker and Slot Chairperson Year-Round (can be done remotely)**

- Manage the Locker and Slot assignments, applications, payments and identifying ID labels.

**New Members Liaison Year-Round**

- Acclimate new members to SRAL procedures and opportunities.

**Mat Cutter/Framing Chairperson As needed.**

- Organizing both matt cutting and framing supplies and training members on its usage,

**Membership Chairperson Year-Round (Microsoft excel experience needed.)**

- Accurately record and maintain the excel membership database for all membership information.
- Modify membership forms as needed, attend board meetings as needed and order name tags.

**Mini Workshop Chairperson Year-Round ( Mainly in the Winter Season.)**

- Responsible for finding member instructors to teach unique skills and/or techniques
- Oversee writing a course description including objectives and techniques
- Request the teachers compile a supply list for students to bring to the course
- Schedules the workshops
- Provide information to the Eblast editor and website manager
- Either the chairperson or studio monitor attends the class and aids the instructor if necessary.

**Mix and Mingle Chairperson 1 DAY per month in the art studio**

- Organize the 2-hr. monthly social/art sharing event called, Mix and Mingle.

**Monitor for the Studio A flexible – 2 hour or more time slot.**

- Open the studio and oversee the space while it is open.
- Answer questions and check library books in/out for members

**Monitor Training Year-Round**

Train monitors about the responsibilities expected when monitoring at the studio.

**Monitor Scheduler Year-Round**

- Coordinate monitors with the monthly monitoring spots
- Work with the webmaster to keep the web monitoring calendar information up to date.

**Open House Chairperson ONLY 1 DAY a Year (In February at the art studio)**

- Contact people to bring refreshments
- Contact SIG's to bring in artwork
- Organize artists to do demonstrations of art mediums
- Recruit help for set up and take down.

### **Publicity Chairperson Year-Round**

- Edit the notices for the *Green Valley News and Sun Newspaper*
- Edit publicity for special events sponsored by The League
- Place articles in relevant communication publications

### **SIG Coordinators**

- Maintaining an email contact list to communicate with SIG members.
- Provide SIG group activity information for the Eblast
- Oversee and plan the SIG group meeting activities.  
(ex: finding models, organizing plein air trips, teaching sessions, and/or holding critiques)
- Organize SIG exhibits.

### **Studio Manager Year-Round**

- Keep the studio tidy and organized
- Order supplies, purge refrigerator, keep bulletin board current
- Organize storage areas and notify the Board of any needs or concerns

### **Studio Exhibit Chairperson Year-Round (pertains to exhibition space within the studio)**

- Organize displays from various SIG groups and exhibits.

### **Volunteer and Recruiting Chairperson Year-Round**

- Maintain a running list of volunteer jobs and members who have agreed to fill those jobs.
- Be the contact person if someone is unable to fulfill their volunteer job and notify Board.

### **Website Managers Year-Round**

- Update information on SRAL's website: studio and exhibit calendars, demo artist information, art exhibits, classes, workshops, contact list, board minutes, and eblast links.
- Ensure the website is working correctly; updates various plugins, as necessary
- Give list of class or workshop registrants to the appropriate chairperson.