

Non-Board (Teams) Job Descriptions

1. COMMUNICATION TEAM – Year-Round

Newsletter and E-Blast Coordinator – Year-Round – done remotely

- Compile the information provided
- Contribute pertinent information, by ensuring that various community activities and opportunities for membership are included in the monthly newsletter

Newsletter and E-Blast - Publisher – Year-Round – done remotely

- Maintain an email distribution list for the SRAL monthly newsletter and timely E-Blasts
- Request updated information from all the E-Blast contributors
- Publish E-Blast and newsletter compiled by E-Blast coordinator or requested by a board member.

Newsletter and E-Blast Editor – Year-Round – done remotely

- Proofread and edit newsletter and E-Blasts

Website – Year-Round – done remotely

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

2. EDUCATION TEAM – Year-Round or Part of Year

- Be the contact person for your committee
- Call in person or Email meetings for group
- Report to the Board President monthly (Judy)

Art 101 – Busy season only

- Recruit instructors from within the SRAL membership
- Have interested instructors fill out the Art 101 Classes and Workshops Application
- Schedule Art 101 courses
- Oversee writing a course description, including objectives, techniques, and short biography
- Edit the course description and bibliography
- Provide information to the E-Blast coordinator and website manager by the first of the month before the scheduled month of the class.
- Oversee compilation of supply list/order necessary supplies
- Provide each instructor with supplies for their class
- Check that registered students are members of SRAL
- Provide the studio monitor with a list of registered students in order for he/she to collect the class supply fee
- If the instructor wishes to mirror a cell phone to the studio TV, a member of the education team will either train them or set up this function.

Mini Workshops – Full or part of year

- Responsible for finding member instructors to teach unique skills and/or techniques
- Have interested instructors fill out the Art 101 Classes and Workshops Application
- Schedule mini workshops
- Oversee writing a course description including objectives, techniques, and short biography
- Edit the course description and bibliography
- Request the teachers compile a supply list for students to bring to the course

- Provide information to the E-Blast coordinator and website manager by the first of the month before the scheduled month of the mini-workshop.
- Check that registered students are members of SRAL
- Provide the studio monitor with a list of registered students in order for he/she to verify the attendees
- If the instructor wishes to mirror a cell phone to the studio TV, a member of the education team will either train them or set up this function.

Matting and Framing – Full or part of year

- Organize matte cutting coaching sessions
- Train members on the proper way to use SRAL's matte cutting machines.

3. COMPETITIONS AND EXHIBITS TEAM – Year-Round

- Ensure we have volunteers in charge of the various shows
- Coordinate with GVR for the facility requirements, show hanging/reception
- Ensure that each SIG group is aware of the dates of their shows in the GVR Centers

Leads of the Various Competitions and Exhibits – This can be one person or Co-Leads - Part of Year

- Oversee all aspects of a competition or exhibit to ensure a smooth running and a successful event
- Obtain the Exhibit Job Descriptions from the 1st Vice-President
- Communicate exhibition progress with the SRAL Board and E-Blast editor
- Be cognizant of the exhibition budget, track and submit expense report
- Recruit and organize volunteers for the show set up/take down and reception
- Preside over the reception

4. MEMBERSHIP TEAM – Year-Round -(Microsoft excel experience needed.)

- Be the contact person for the committee
- Call in-person or Email meetings for group
- Report to the Board Co-President Monthly

Membership Lead – Year-Round

- Accurately record and maintain the excel membership database for all membership information.
- Modify membership forms as needed, attend board meetings and general monthly meetings as needed and order name tags.
- Maintain and update the GVR Scanning database and enter and remove Monitor's status.

Welcome Letter – Year-Round

- Send a welcome Email to all new members

New Member Liaison – Year-Round

- Lead a New Members meeting monthly on the first Thursday of each month
- Respond and answer New Members questions

General Meeting Membership Table Assistants – Year-Round

- Work membership table as people enter and scan in
- Answer questions and provide membership applications

5. MONTHLY GENERAL MEETINGS TEAM – Year-Round (May skip 1 or 2 months in Summer)

Equipment & Setup

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

Food (3 or 4 people)

- Bring serving items up to the Anza room
- Set out and monitor the food table
- Clean up and return serving items to the Studio

General Meetings Floater

- Helps out as needed

Mix and Mingle – No Summer

- Determine schedule and facilitate Mix and Mingle gatherings
- Provide information for newsletter

Raffle Tickets/Certification

- Hand out raffle tickets as members arrive for the monthly meeting

SIG Setup Coordinator

- Be contact for SIG Leaders to request special display accommodation, if needed

6. SPECIAL INTEREST GROUPS (SIGs) – Year-Round

- Contact person for SIGs Leader questions
- Committee meetings - Invite, lead or E-mail when needed
- Report to the Board President monthly

Abstract	Meets monthly on the second Monday from 10 – 12:00
Abstract Explorers	Meets every Monday (except second Monday) from 10:00 – 12:00
Assemblage	Meets twice a month: 2 nd and 4 th Fridays 1:00 – 3:00 PM
Collage/ Mixed Media & Acrylic	Meets once a month: 1 st Wednesday from 1:00 – 3:00 PM
Figure Drawing	Meets monthly: 1 st Saturday from 9:00 – Noon – Nov. thru May
Oil & Pastel	Meets every Monday from 12:00 – 3:00 PM
Open Studio	Every Tuesday from 9:00 – 1:00
Plein Air (off site)	Meets Thursdays Nov through May (locations and times vary)
Portrait Drawing	Meets every Tuesday from 1:00 – 3:00 PM
Printing Guild	Meets monthly: 2 nd Wednesday and 4 th Thursday from 9:30 – Noon September through May, with exceptions during holidays
Watercolor	Meets every Friday from 9:00 – Noon

7. **STUDIO TEAM** – Year-Round

STUDIO MANAGER

- Be the contact between the Board and teams below
- Order supplies, purge refrigerator
- Keep the Studio tidy
- Organize storage areas and notify the Board of any needs or concerns

Studio Handyman – Year-Round

Donations – Can be shared Summer/Winter

- Track, tidy up, move donation money to Treasurer, purge when needed

GVR Showcase – one day per year

- Take/set up materials, preside over booth, answer questions & encourage participation in The League.

Library – Full or Part of year

- Management of the physical library inventory and book checkout system

Lockers and Slots – Year-Round

- Contact person for Locker and Slot rental, tracking and collecting rental fees

Monitor Scheduling – Year -Round

- Coordinate monitors with the monthly monitoring spots
- Collaborate with the website manager to keep the web monitoring calendar information up to date
- Collaborate with Membership Team Lead to add and remove monitors and secure and remove studio monitor door access on GVR scanning database.

Monitor Training – Year-Round

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

Springs Open House – One day per year (typically in February)

- Contact people to bring refreshments
- Contact SIGs Leaders to bring in artwork and do demos if desired
- Recruit help for set up and take down

Studio Exhibits – September through May

- Organize displays from various SIG groups and exhibits

8. **VOLUNTEER TEAM** – Year-Round

- Be the contact person for your committee
- Call in-person or e-mail meetings for group
- Report to the Board Co-President monthly (Judy)

Volunteer Coordinator – Year-Round

- Along with the Board Secretary, 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 the Board of changes

Volunteer Tracker – Year-Round

- Assist with creation and maintenance of Display Board in the Studio