Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Our volunteer group NEEDS MORE volunteers!** Please note almost all committees are currently led by BOARD MEMBERS without assistance. This adds a huge time commitment to those already volunteering for major roles in the group. Please take a few minutes to read through this list to find ways you can help by adding your name to the committees of interest or even being more specific if there are a few things you would like to do! Just knowing there are names that can be called when need arises for help throughout the year reduces stress. There are many opportunities ranging from pitching in a few times a year to shouldering a board position; shadow members to find out what they do and how you can learn!

What skills could you bring to the group either occasionally or in a more formal role?

\_\_\_Computer

\_\_\_Social Media

\_\_\_Publishing

\_\_\_Advertising

\_\_\_Financial/Treasurer experience

\_\_\_Educator

\_\_\_Event Organizer

\_\_\_New Member Mentor

\_\_\_Food/Reception

\_\_\_Photography

\_\_\_Program Planner

What committees can you see yourself signing up for now that you’ve identified some of your skills? Become a member of a ‘general pool’ the committee head can contact when help is needed! **Please commit to AT LEAST ONE AREA.**

**Newsletter** – Currently Kim Gardell

\_\_\_Combines meeting minutes, event reports, calendars, photos and other news to publish each month.

\_\_\_Uses MailChimp for distributing newsletters and other bulletin announcements.

**Education** – Currently Gail Johannes

\_\_\_Planning a program (general assembly monthly meeting) or mini-workshop (smaller group after monthly meetings) for each monthly meeting

\_\_\_Program Development (develop a single program idea, find an instructor to implement the program, write a brief synopsis including potential costs to submit to the board for consideration. When accepted, carry out the program!)

\_\_\_Secure and confirm venues (usually Spokane Art Supply) for programs and workshops.

\_\_\_Researching member interest and matching with potential instructors for workshops

\_\_\_Securing and contracting jurors and workshop instructors (with board guidance/approval)

**Hospitality** – Currently Diana Postlewait

\_\_\_Meeting Steward – sign up for one or more meetings – set up before hand, stay until all members have gone to tidy up the space. If you cannot attend your designated date – find a replacement.

\_\_\_Show Receptions – organize volunteers for food, drink, set-up, serving, and cleanup for one or all shows within the calendar year.

**Hanging Committee** – Currently Gay Witherspoon

\_\_\_Learn how to hang a show! Show up, set up, and clean up!

**Monthly Challenges** – Currently Diane Conkright

\_\_\_Develop challenges, lead the section during a meeting, award the drawing prize.

**Show/Workshops** – Currently Amalia Fisch. Shadow the current Show/Workshop chair to learn the ropes. It is not that difficult!

\_\_Show dates, venues, and jurors will be selected and contracted by the Education committee, Show/Workshop committee, and General Board working in tandem. Once the venues and instructor contracts are taken care of, the chairs take over. (The Publicity and Advertising Chair works closely with Show/Workshop Chairs)

\_\_\_Individual shows require a Chair person to take it from there. Learn to use CaFE’ website for Open (National) Shows.

\_\_\_If there is a workshop associated with the show, a Workshop chairperson is required to work with the venue and the artist, keep track of registrations, etc. Monies are collected online and go directly to the treasurer. New to this? Shadow current chair-people!

\_\_\_Docents are required for some shows.

**Membership** – Currently Diana Postlewait (and it is generally part of vice-president responsibilities)

\_\_\_Process new member registration forms, construct new member packets, update and publish roster monthly

\_\_\_**New Member Greeter** – welcome new members and introduce at their first meeting.

**Publicity and Advertising** – Currently Karen Robinette. Karen develops ad campaigns, contacts various agencies i.e. the Inlander for paid and free ad space, prints posters, artist cards, and other media for distribution. She works closely with all committee chairs of events and aspects of the group that will require formal ad campaigns.

\_\_\_Distribute posters and/or artist cards for events

**Photographer** – currently taking contributions from everyone!

**Cheer and Sympathy** – Currently Sue Rohrbach – keeps an eye on social media and attends meetings to learn of those members needing a show of support, general thanks, and other communications from the group. Members can solicit her help with an email or phone call.

**Website and Social Media** – Currently Gail Johannes.

\_\_\_General: Responsible for updating sites regularly, developing show catalog for online sales, adding new members to site secure areas, uploading/updating rosters, newsletters, meeting minutes, board archives, and other materials as they become available.

\_\_\_Collects all advertising and publicity materials from that committee to post on all sites.

\_\_\_**Photographer** - – currently everyone! Take representative images with permission from those attending to forward to Newsletter and Website/Social Media committee heads for publishing.

**Board Service –** Shadowing current board members before volunteering to run for a board position.

\_\_\_Kim Gardell – Pres.

\_\_\_Diana Postlewait – V. Pres.

\_\_\_Gay Witherspoon – Treasurer

\_\_\_Kelly Knouff-Burk – Secretary

\_\_\_Amalia Fisch – Board Officer

\_\_\_Gail Johannes – Board Officer