

**8/5/19**

### **Chairman**

1. The senior elected officer of the Club. The holder of the post is elected at the AGM, as with those of other officers, to serve for the coming year.
2. Chairs the bi-monthly Council meetings, with the responsibility of having the casting vote in the event of a voting tie. This is usually in favour of no change.
3. Organise the AGM
4. Makes a report on the general health and any challenges for the Club to the bi-monthly Council meetings and also an annual report to the AGM.
5. Acts as a banking signatory.
6. Generally, acts as spokesperson regarding notices to members, and correspondence to other agencies, but in liaison with the Secretary and other officers.
7. Makes the final decision regarding application for membership if the Secretary has doubts
8. Generally, leads the Tuesday afternoon art session, ensuring that models and still-lives are available and making any announcements to members.
9. Welcomes and introduces guest demonstrators and Study Day leaders
10. Assure club roles are assigned to Council Members, according to skills and abilities

### **Deputy Chairman**

1. Deputy Chairman to take over the duties of the Chairman as described, when the Chairman is unavailable.

### **Secretary**

1. Set Agenda for bi-monthly Council meetings and email / post to Council Members
2. Email / post Minutes taken by the Minutes Secretary to all Council Members for approval at the next Council meeting. Upload AGM minutes onto the website for all members to provide visibility.
3. Maintain digital records of all members' details in accordance with the Data Protection Act
4. For the purposes of emailing members only, keep a second data base for use with our email software in accordance with the Data Protection Act
5. Be the point of contact for new members, keep hard copy records of new applications, pass any subscriptions to the Treasurer.
6. Ensure new Members have a membership card and copy of the rules and web password
7. Keep updated, prepare and print register for weekly winter meetings
8. Act as banking signatory.
9. On receipt of Council Meetings Minutes from the Minutes Secretary, promptly distribute them to Council Members.

### **Treasurer**

1. Responsible for all Club finances through ensuring adequate accounts and records exist
2. Ensure that all funds are used appropriately
3. Receipt of Club funds, liaising with Cashier / Winter Programme Organiser / Exhibition Organiser etc. Ensure prompt banking of funding
4. Payment of authorised expenses and Exhibition Sales monies
5. Maintain up to date records of all transactions and records of income and expenditure
6. Prepare statement of account for presentation to the Council at bi monthly meetings
7. Prepare end of year accounts and present to the auditor, management committee, AGM.
8. Bank signatory

9. Provide subscription payment status to Secretary
10. Distribution of Exhibition Sales money to venue and artists
11. Organise Club insurance with SAA

### **Winter Programme**

1. Organise the Winter Programme.
2. Contact and book Guest artists to give monthly demonstrations during the winter.
3. Liaise with the Guest artist to ensure their needs are met for the demonstration and the necessary facilities are provided
4. Organise 1-day Study Days during the period October to April. Ensure Guest artist's needs are met for the study day and the necessary facilities are provided.
5. Book room for bi-monthly Council Meetings
6. Book room for Tuesday workshops
7. Book room for Study Days
8. Keep the Treasurer advised of costs of study days and demos.
9. Organise spotlights
10. Organisation / liaison with Demonstrators

### **Summer Programme**

1. Devise a summer programme. Identify places which are good for painting.
2. Visit them and check whether there is adequate parking, and if toilets are available. A café nearby is desirable.
3. Check the tides where appropriate. For beach locations, the tide should preferably be part-way and going out.
4. Check for any hazards, e.g. slippery steps or dangerous cliff edges, and give warnings if needed.
5. Contact owners/managers to ask for permissions where appropriate.
6. Offer donations where appropriate.
7. Pass to the website manager for distribution to all members on email. Print hard copies for those that need them.
8. Send emails or letters of thanks where appropriate.
9. Ask members for feedback to assess whether the location is worth using again.

### **Exhibition Organiser**

1. Setting Exhibition Rules and Guidelines
2. Locating and booking suitable venues
3. Liaison with Exhibition Venue representatives
4. Internal communication of forthcoming Exhibitions
5. Liaising on external advertising / posters / press releases / signage with Publicity Organiser
6. Registration of exhibits and producing Exhibition catalogue / display labels
7. Organising Hanging Committee and Stewarding roster
8. Ensuring adequate insurance in place
9. Ensuring compliance with health and safety legislation at the Venue site
10. Overseeing Hanging Committee for receipt of exhibits and display of pictures at the Venue
11. Preview organisation with Preview team
12. Liaison with Stewards throughout the Exhibition

13. Dismantling of the Exhibition upon completion with the help of the Hanging Team. Ensuring that Venue is left in a satisfactory state
14. Financial administration of Exhibitions (Collection of hanging fees, reconciliation of Exhibition sales). Liaison with Treasurer on funds received, Venue Fees and Sales payment to artists
15. Liaison with Council on matters requiring their approval
16. Write a report after the Exhibition for the website including visitor numbers

### **Publicity**

1. Publicity and Distribution. Liaise with the Exhibition Organiser and arrange distribution of posters around the Island to an agreed schedule
2. Write copy for Press Releases / Advertisements and submit for publication as appropriate

### **Minutes Secretary**

1. Record minutes and actions from Council meetings and the AGM
2. Provide a draft written report to the Secretary within 2 weeks of the meeting, for onward distribution.

### **Newsletter and Notice Folder**

1. Collate information for the Newsletter bi-monthly
2. Prepare the content, forward to Secretary for fine tuning and for the website
3. Post copies and any attachments to all members not on e-mail
4. Create hard copy for the notice board in the winter
5. Store the Notice Folder at home, bring to winter meetings and keep updated

### **Models and Still Life**

1. Ensure that there is a rota for models available to sit for our Tuesday workshops.
2. Ensure that there is a rota for still-lives at our Tuesday workshops.

### **Web-site management and Virtual Gallery**

1. Create email announcements to members as required by other Council Members
2. Maintain the Virtual Gallery on the web and look after all aspects of its use.
3. Oversee all enquiries from the web and respond if necessary
4. Maintenance of the Web-site

### **Cashier**

1. Attend weekly Tuesday winter workshops
2. Take cash/cheques and issue receipts
3. Collect all monies received and pass to Treasurer
4. Provides records to Treasurer

**Demonstration filming**

Filming Demonstrations and storing the equipment. Training new members in filming technique.

**Facebook**

Maintain Facebook and post pictures of Club activities

**Hanging Committee**

1. Assist the Exhibition Organiser at Exhibitions in setting-up and dismantling.
2. Ensuring that the Exhibition Rules are observed.

**Quiz Organiser**

Organise Quiz, if scheduled in the Winter programme.

**Tile Painting Organiser**

Organise Tile Painting Day, if scheduled on the Winter programme

**Exhibition Preview Organiser**

Organise Exhibition Preview, liaising with Exhibition Organiser

# Organisation Chart (as of May 2019)

Key:- X responsible, (X) supporting

| IWAC Job Roles                 | Frank Jacobs | Carol Owen | Ian Wright | Nicky Wells | Di Hanson | Anne Toase | John Spencer-Peet | Gillian Nye | Elaine Warhurst | Alan Johnston | Paul Hewson | Peter Allen | John Hunt | Vacancy 1 | Marion Large | Patsy Carter |
|--------------------------------|--------------|------------|------------|-------------|-----------|------------|-------------------|-------------|-----------------|---------------|-------------|-------------|-----------|-----------|--------------|--------------|
| President                      | X            |            |            |             |           |            |                   |             |                 |               |             |             |           |           |              |              |
| Chairman                       |              | X          |            |             |           |            |                   |             |                 |               |             |             |           |           |              |              |
| Deputy Chairman                |              |            | X          |             |           |            |                   |             |                 |               |             |             |           |           |              |              |
| Secretary                      |              |            |            | X           |           |            |                   |             |                 |               |             |             |           |           |              |              |
| Treasurer                      |              |            |            |             | X         |            |                   |             |                 |               |             |             |           |           |              |              |
| Winter Programme               |              |            |            |             |           | X          |                   |             |                 |               |             |             |           |           |              |              |
| Summer Programme               |              |            |            |             |           |            |                   |             |                 |               | X           |             |           |           |              |              |
| Exhibition Organiser           |              |            |            |             |           |            |                   | X           |                 |               |             |             |           |           |              |              |
| Minutes Secretary              |              |            |            |             |           |            | X                 |             |                 |               |             |             |           |           |              |              |
| Publicity                      |              |            |            |             |           |            |                   |             |                 | X             |             |             |           |           |              |              |
| Newsletter & Notice Folder     |              |            |            |             |           |            |                   |             | X               |               |             |             |           |           |              |              |
| Models and Still Life          |              |            |            | (X)         |           | X          |                   |             |                 |               |             |             |           |           |              |              |
| Web-site Mgt & Virtual Gallery |              |            |            | X           |           |            |                   |             |                 |               |             |             |           |           |              |              |
| Demonstration firing           |              |            | (X)        |             |           | (X)        |                   |             |                 |               | X           |             | (X)       |           |              |              |
| Facebook                       |              |            |            |             |           |            |                   |             |                 |               | X           |             |           |           |              |              |
| Cashier                        |              |            |            |             |           |            |                   |             |                 | X             |             |             |           |           |              |              |
| Hanging Committee              |              |            |            | X           |           |            |                   | X           |                 |               | X           | X           | X         |           |              | X            |
| Quiz Organiser                 |              | X          |            |             |           |            |                   |             |                 |               |             |             |           |           |              |              |
| Tile Painting Organiser        |              |            |            |             |           |            |                   |             |                 |               |             |             | X         |           |              |              |
| Exhibition Preview             |              |            |            |             |           |            |                   |             |                 |               |             |             |           |           |              | X            |