

Chatham Artists Guild Committees: Descriptions of Activities and Responsibilities

October, 2022

The ongoing life of the Chatham Artists Guild depends on your involvement. In paying dues and tour fees, “working members” are those who receive a significant discount in exchange for committing volunteer hours on a Guild committee or other Guild service – 10 hours or more per year if not on the Studio Tour, and 24 hours or more if on tour. To facilitate committee assignments, when paying your dues, we ask you to provide three committee preferences. We will notify you of your committee assignments, and the committee chair will contact you when there is work to be done. The Guild could not exist without a significant percentage of members actively participating in committees and other Guild service. You will notice that some committees are informally split into two subcommittees, and in that case the separation of responsibilities is flexible depending on demand in each area. Note: Committee chairs may periodically ask for assistance from the larger membership.

Please read the following descriptions, and think carefully about which committees might be particularly appropriate for your skill set, or where you have a special interest. You may be assigned to a committee other than those you requested in order for us to end up with appropriate numbers in each committee. We try to honor your requests and keep things as fair as possible.

- **Education**—The **Education Committee** works to fulfill the Guild mission of providing educational and charitable activities and events to enrich the arts in Chatham County and to develop awareness and appreciation for the significance of the visual arts. The committee develops educational and presentation opportunities for visual artists, such as professional development sessions and workshops. When possible and practical, these activities are open to the larger community. The committee provides activities, support, and outreach to the local arts education community. The committee is active throughout the year.
- **Exhibitions**—The **Exhibitions Committee** is split into two subcommittees:
 - The **Exhibition Subcommittee** conceives, plans, organizes, and installs exhibitions of Guild artists’ works. A primary activity of this group centers on the preview exhibition(s) for the annual Chatham Studio Tour. Additionally, the committee seeks other appropriate venues for exhibitions of Guild artwork.
 - The **Reception Subcommittee** organizes receptions for CAG events—planning and executing food, drink, music, volunteers, setup/cleanup. Both groups are active to some extent throughout the year, but the busiest season is in the late summer and fall, leading up to the exhibitions occurring in conjunction with the Studio Tour. There may be considerable crossover between these two groups depending on the demands of exhibitions and receptions.

- **Finance**— The Finance Committee oversees assets owned or under the supervision of the Guild and assists in financial planning for the Guild for short-term cash flow needs and long-term planning and projects. It also monitors the investment of funds by the Guild. The committee meets with the Treasurer a minimum of four times per year to review and coordinate compliance with all applicable federal and state tax laws and regulations.
- **Fundraising**—The Fundraising Committee focuses on recruiting sponsorships, applying for grants and awards, and soliciting individual donations. The committee coordinates with the Guild treasurer to provide receipts and donation acknowledgement letters to contributors for tax purposes. The committee is split into two subcommittees:
 - The **Ad/Sponsorship Subcommittee** is most active during the spring/summer push to get sponsorships before the brochure goes to press, but sponsorship recruitment continues all year for online support.
 - The **Grants/Donations Subcommittee** is active throughout the year.
- **Membership**—The **Membership Committee** oversees orientation of new members, including developing, updating, and distributing resources to integrate new members into the Guild. Nominations of new Guild officers and other Board members fall under the Membership Committee’s jurisdiction. The Committee may also keep lists to match artists willing to share studios during the Studio Tour with artists wanting to show in a shared studio. The committee is most active through the fall and winter. The Membership Committee includes two subcommittees:
 - The **Nominating Subcommittee** seeks members interested in serving on the Board and as officers. Three months prior to the Annual Meeting, the Board entertains suggestions for new Board members and officers and investigate their qualifications and availability. The Board informs the membership of proposed candidates, who are voted on by the membership at the January AMM.
 - The **Mentoring Subcommittee** welcomes new members, assists with orientation, coordinates new artist interviews, and offers or coordinates mentoring. This subcommittee is most active through winter and spring.
 - The **Jury Subcommittee** is composed of a Jury Master, Slide Master, and 8 to 10 members working in various disciplines with varying types of experience. The jury assesses applicants for membership each year and selects those invited to join the Guild. The new member application period runs through September and October, and the committee is most active in November and December every year.
- **Operations**—The **Operations Committee** provides shared access to resources for members, based on their assigned tasks and the materials they need for use in their committees. The committee oversees and maintains online administration & archival records. It provides

analysis and recommendations for hardware/software needs for the Guild to work effectively. The committee is active throughout the year.

- **Public Relations**—The **PR Committee** utilizes appropriate media venues to promote Guild events and membership. This includes both free and paid advertising, social media (Facebook, NextDoor, Instagram), Guild newsletters, email blasts, press releases, new artist interviews, local print, radio, and digital advertising. The PR Committee is responsible for ensuring the Guild logo is properly used and that the branding guidelines are followed in all communications, including website, brochure, other printed materials, and social media. It determines the Tour brochure press run and distribution tactics as a major expenditure of the annual PR budget. The committee is active throughout the year and its members are responsible for maintaining follower engagement via social media posts.
 - The **Brochure Subcommittee** works closely with the PR Committee and the graphic designer to coordinate design & production of the Studio Tour brochure, including receiving and preparing members' photos and information for the brochure, arranging creation of the Tour map of studios, and proofreading final copy before going to press. The Brochure Subcommittee is active through the Spring, Summer and early Fall.
- **Tour**—The **Tour Committee** handles the mechanics of brochure and triangle sign distribution and the placement of banners and sandwich boards. The Committee is split into two subcommittees:
 - The **Distribution Subcommittee** handles distribution of the brochure to locations around Chatham and surrounding counties and maintains a list of distribution locations. The Subcommittee is active in the fall.
 - The **Sign Subcommittee** is responsible for signage for the Studio Tour. It maintains and distributes numbered triangle signs, and arranges for other appropriate signage including large signs, banners, and sandwich boards. After the Tour, it collects signs and visitor logs from the Tour artists and makes recommendations for any needed repairs or replacements. The Subcommittee is active in the fall and early winter.
- **Website**—The **Website Committee** oversees all aspects of the website and its functionality. It provides technical assistance to artists creating their profile page. The committee uploads new member interviews, Guild news, and sponsor ads; edits text; and seeks and organizes informational documents for the member resources page. It acts as liaison between the Guild and the webmaster and makes recommendations for revisions/updates/upgrades. The Website Committee is active throughout the year.