

CAS POSITIONS AND RESPONSIBILITIES

PRESIDENT

Role

Upholds and maintains the objectives of the CAS as outlined in the by-laws.
Maintains morale and represents the CAS in a positive and Professional manner.

Duties

1. Ensures Board positions are aware of and carrying out their duties, in particular: society registration, audits, and booking of venues for meetings and exhibitions.
2. Chairs the regular monthly meetings of the Society and any executive meetings.
3. Reviews the monthly minutes before submitting them to the Webmaster for distribution.
4. Works directly with the executive to discuss society business and determine the upcoming meeting's agenda.
5. Arranges with the Treasurer for cheque signing authority at the bank.
6. Attends (or delegates a representative) any events concerning arts advocacy.
7. Ensures the smooth transition of changes in members of the executive at the end of their current mandate.
8. In conjunction with the Executive, applies bylaws as required and takes necessary actions when bylaws are contravened.

VICE-PRESIDENT

Role

To advise and assist the President in decisions and duties.
To oversee membership issues and dues.

Duties

1. Chairs meetings in the President's absence.
2. Collects applications from potential new members.
3. Arranges for juried admission of new members. This includes contacting an outside juror if required, selecting a venue and contacting prospective members.
4. Arranges for two or more CAS members to interview and admit prospective members.
5. Updates the membership list and makes it available to members.
6. Books the meeting room.
7. May assist the Treasurer by contacting members with unpaid dues.
8. Provides attendance lists for each meeting and passes these to the Secretary.

9. Reviews attendance and service records for members and provides this information to the President as required.

SECRETARY

Role

To record the Society's activities.

Duties

1. Attends all meetings and records the minutes accurately.
2. Provides copies of the minutes to the membership via email to the President as soon as possible following a meeting.
3. Records attendance at each general or executive meeting from the attendance list.
4. Sends out cards (thank-you, condolence, congratulation etc.) on the Society's behalf.
5. Submits past minutes to the Historian.

TREASURER

Role

Under direction of the membership, plans and administers all financial activities of the society and ensures that members are aware of the ongoing financial position.

Duties

1. Arranges with the President for cheque signing authority at the bank.
2. Registers the Society annually and advises the President.
3. Prepares the budget; keeps accurate bookkeeping records.
4. Collects revenue, makes payments and does banking.
5. Provides a brief financial report at monthly meetings.
6. Coordinates all financial aspects of the sales.
7. Calculates commissions and issues cheques for sales at our shows.
8. Arranges for and pays insurance.
9. Issues cheques for Society expenses.
10. Prepares the annual report at year end. Prepares finished statements.
11. Arranges for a yearly audit.

PROGRAM CHAIR

Role

To provide a program for the required meetings for the year.

Duties

1. Arranges for and introduces an art professional to conduct a critique at our monthly meetings.

2. Provides names and contact information of possible jurors for new member juries and juried shows as required.
3. Assists the critic during the meeting, moves paintings to be critiqued and ensures critic is thanked and paid.
4. May provide a substitute program such as a film, demonstration or other presentation if no critic is available.
5. Helps coordinate paint-outs or paint-ins at the memberships' request.
6. Plans with executive to coordinate a yearly Christmas event.
7. Keeps members informed of art events and opportunities outside the group.

EXHIBITION CHAIR

Role

To coordinate exhibitions to facilitate the show and sale of art.

Duties

1. Coordinates all show details.
2. Investigates prospective show and sale venues.
3. Books venues for shows or sales.
4. Arranges for large signage in advance of show or sale.
5. Works with Program chair to select juror for juried shows.
6. Gives adequate notice to members of upcoming shows with details of dates, times, submission format, delivery and pick up of art works.
7. Receives name tags, easel name cards and inventory forms from Programs Committee.
8. Submits show information for the website.
9. Makes up a work schedule for members to sign up.
10. Arranges for the delivery and set-up of easels.
11. Is responsible for the equitable distribution of easels and the hanging of the show.
12. Arranges for placement of outdoor signs.
13. Sets up a reception table with door prize.
14. Coordinates with Treasurer regarding sales tables.
15. Arranges for wrapping of sold art pieces.
16. Arranges for the take down of the show.
17. Gives a report at meeting following a show or sale.

PROGRAMS COMMITTEE (formerly PUBLICITY)

Role

To prepare and distribute all publicity.

Duties

1. Works with Exhibition Chair and Webmaster to promote upcoming shows and sales.

2. Prepares all public announcements of shows and sales.
3. Creates and places advertisements as required.
4. Arranges for and hangs CAS banner on overpass before shows.
5. Collects and maintains lists of potential customers from door prize ballots.
6. Determines best marketing strategies based on demographics.
7. Contacts former customers via email to invite them to shows and sales.
8. Designs and coordinates printing of invitations and information leaflets, name tags, easel name cards and forms as required.
9. Solicits door prize donations from the membership to also be used in show advertisements.
10. Submits publicity information for the website and digital invitation file to the membership.
11. Maintains a presence on Social Media.

HISTORIAN

Role

To collect and preserve the records of the society and its members.

Duties

1. Collects and files the membership list from every year.
2. Collects show invitations, posters, news articles, and information about awards or achievements of members.
3. Photographs shows and events when possible.
4. Supplies information to the Glenbow or Library if requested.

WEBMASTER

Role

To provide the public with information about our organization, our exhibitions and our artist members.

To serve the membership as a source of information and a means of communicating with the public.

Duties

1. Keep the website current and accurate.
2. Receives submissions from the Executive and other Board positions for inclusion on the website.
3. Protect member information, especially e-mail addresses.
4. Contacts membership with latest news and reminders of upcoming meetings.
5. Curates on-line exhibitions as required.