

# 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. Works directly with the executive to discuss society business and determine the upcoming meeting's agenda.
4. Arranges with the Treasurer for cheque signing authority at the bank.
5. Attends (or delegates a representative) any events concerning arts advocacy.
6. Ensures the smooth transition of changes in members of the executive at the end of their current mandate.
7. 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. With PROGRAM CHAIR, arranges for juried admission of new members. This includes contacting an outside juror, selecting a venue and contacting prospective members.
4. Creates a committee responsible for interviewing and selecting prospective members.
5. Updates the membership list and makes it available to members.
6. Books the meeting room yearly and provides a visitor's log to security before each meeting.
7. Assists the Treasurer by contacting members with unpaid dues.
8. Provides attendance lists for each meeting.
9. Reviews attendance and service records for members and provides this information to the President so that appropriate action can be taken.

## **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 or website as soon as possible following a meeting.
3. Records attendance at each general or executive meeting.
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.
3. Prepares 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.

## **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. Assists VICE PRESIDENT of EXHIBITION CHAIR with names and contact information of possible jurors for new member juries and juried shows.
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. Coordinates paint-outs or paint-ins at the memberships' request.
6. 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 show details with the EXHIBITION ASSISTANT and PUBLICITY CHAIR.
2. Investigate 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 PUBLICITY CHAIR.
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.

## **EXHIBITION ASSISTANT (formerly Social Convenor)**

### Role

To assist with exhibitions.

To coordinate food and beverages

### Duties

1. Assists the EXHIBITION CHAIR to set-up for a show.
2. Coordinates food and beverage offerings at shows.
3. Manages the kitchen and table areas ensuring food safety and clean-up.
4. Arranges the annual Christmas party.

## **PUBLICITY CHAIR**

### Role

To prepare and distribute all publicity.

### Duties

1. Works with EXHIBITION CHAIR to promote upcoming shows and sales.
2. Prepares all public announcements of shows and sales.
3. Creates and places advertisements for newspapers, magazines, radio, TV and internet media.
4. Maintains a media contact list and keeps record of ads and publicity material.
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. Makes reports at meetings regarding publicity.
12. Plans for direct mail drops of show invitation cards.

## **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.