

**A List and Guide to some of the positions the COAL Gallery must fill.
Your help is needed to continue to run efficiently.**

PEOPLE'S CHOICE

- Keep ballot supply
- Choose prize painting/shrink wrap from 30 + days unpicked up paintings in back room
- Draw winning ballot (only choose ones with email)
- Notify winner by email
- Input email addresses into Friend of COAL Gmail
- If a host sees their work as a prize, let them have it and choose another.

FEATURED ARTIST COORDINATOR

- Maintain calendar list of featured artists based on Best of Show winners.
- Coordinate which Best of Show winner can be the featured artist during which month.
- Collect electronic copies of winners' biographies and two of their pictures.
- Distribute biographies & pictures to Brushmark Editor & website chair
- At show time, collect their entry forms (no charge) for entry into the computer on Take-in day.
- Advise current featured artist of their responsibilities (hanging, reception)
- Prepare framed sign for current featured artist- format on COAL computer.
- Be on site during featured artist hanging
- Coordinate removal of featured artist work

TAKE-IN COORDINATOR

- Maintain inventory of Take-in supplies (pen, log book, telephone pad)
- Reminder call to volunteers who work take-in
- Prepare gallery for take-in (tables in place, supplies at each location)
- Maintain current shrink wrap inventory
- Supervise take-in including audit of entries vs. forms
- Prepare gallery for next morning hanging crew.
- Clean up after hanging crew and Maintain ribbon inventory (in expanding folder)

RECEPTIONS SUPERVISOR

- Maintain inventory of supplies (napkins, drink ware, etc.)
- Supervise monthly reception (Open & members show have program with MCs)
- Help clean up after reception and insure all reusables are washed and put back in inventory.

GALLERY MAINTENANCE

- Maintain inventory of supplies (floor cleaner, paper towels, windex, etc)
- Wash dust mop periodically
- Perform any maintenance required such as floor cleaning, etc.
- Maintain inventory of hanging supplies (Velcro dots, quake putty, etc.)
- Accept incoming calls(first shift) from Hosts to insure gallery is staffed.
- Replace burned out light bulbs
- Expenses incurred reimbursed by COAL.

YEARBOOK CHAIR

- Prepare directory every March based on League membership database.
- Work with membership director.

ART FAIRE COORDINATOR

- Update art fair applications & collect fees for entrants.
- Recruit members to sign up for Art Faires (May and September)
- Manage Art Faires.

PROGRAM DIRECTOR ASSISTANT

- Write and email bios for the demonstrators to the Brushmark editor, website person and publicity chair.
- Send Eblasts for the demonstrations to COAL members (required at home internet & can learn COAL's Gmail
- Write ribbons after the monthly judging (does not include Members or Open show)

CORRESPONDING SECRETARY

- Collect mail from mailbox and distribute to various board member folders.
- Answer all mail at direction of President
- Provide courtesies such as get-well & sympathy cards to members
- Create Annual 1 page calendar
- Create Quarterly one page
- COAL "Events" Calendar
- Maintain list of each job and who is doing that job.

MAINTAIN ARTIST BIO NOTEBOOK ON DESK

- Quarterly compare bio pages to most recent membership list. Adjust if needed.
- Update new names of bios submitted on the index page.
- Periodically create and print a new cover page to keep the book looking new and interesting.

EBLASTER

- 2 eblast per month (possible exceptions). Include as many items as possible to keep it to twice a month
- Request Eblast announcements from the board a week in advance along with any attachments..
- The 1 page calendar can be the Eblasters timeline guide.
- Eblaster not responsible for answering replies from Eblast recipients. Ignore the replies or pass on to whomever is appropriate.
- Needs to be reliable person because will have password to COALs Gmail.
- The membership director takes care of the contact list (adds/deletes/edits when needed)

PUBLICITY CHAIR

- Monthly publicity for League activities in newspapers, magazines, etc.
- Friends of COAL Eblasts for Demonstrations and receptions.

MEMBERSHIP DIRECTOR

- Design, substance & dissemination of membership application and renewal forms
- Update computer with membership information (Microsoft access, will train for 3 months)
- Provide monthly membership list for desk and quarterly membership lists for board members
- Membership status report at each board meeting- send via email to board before meeting.
- Email report to Brushmark editor

TREASURER

- Custodian of League's funds
- Subject to approval by the Board, arrange for suitable bank accounts.
- Keep Quicken books for League's financial transactions.
- Provide quarterly full statements to the Board.
- Provide year-end financial statement in the Brushmark after 1st of year.
- Write and sign all checks.
- Maintain League assets.
- Attend monthly Board meetings.
- Arrange for yearly taxes.
- Arrange for lease renewal (every 3 years)

TAKE-IN DATA ENTRY PERSON

- Computer literate.
- Morning or Afternoon position.
- Once a month on Take-in day.
- PM person assists with audit and makes needed edits to data entry.
- Print catalogue list for front desk.
- Print cards for wall.
- Three months training period.

BANK DEPOSIT/SALES RECORD COORDINATOR

- Coordinator will visit the gallery weekly to collect sales and membership revenue.
- Complete the bank deposit slips. One for sales; one for membership. Endorse checks, count cash, etc. Take Deposit to Chase Bank; put bank receipt with the appropriate excel spreadsheet.
- Complete the excel spreadsheets associated with the deposit slips. Email to bookkeeper. Original documents are the sales slips & membership directors excel spreadsheet.
- Coordinator will be exempt from sitting assignments. Coordinator will not have access to “other” financial records, (not having to do with sales and membership).

COMPUTER SERVICES CHAIR

- Maintain League’s computer hardware and software.
- Provide instructional documentation and user training when necessary

ARTIST’S PAGES

- Need a committee chair to continue to recruit members to sign up for their own artist page and organize photographing art work as needed
- prepare gallery for opening the next day.