

TIFAA Job Descriptions

Appendix to Item 1.06 Duties and Responsibilities of Officers

The job descriptions are an appendix to the bylaws and can be changed as needed without having to go through a formal process.

The President shall:

1. Preside at all regular meetings and the Annual General Meeting of TIFAA, and meetings of the Executive Committee. If unable to attend, the Vice President shall preside.
2. Be charged with the general supervision of the business and the effective operations of the Association
3. Be an ex officio member of all committees except the Nomination Committee and establish *ad hoc* committees as needed
4. Be the approving authority of all minor expenditures falling between the Treasurer's range of authority and that of the membership
5. Shall call Executive Meetings to plan for the year, discuss policy and procedures to be brought before the full membership, and schedule dates and events, etc.
6. Ensure all committee chair positions are filled and connect with each executive member and committee chair to ensure they understand and can fulfill their responsibilities
7. Find suitable locations in which to hold meetings, shows, workshops, etc., and be the liaison with the rental provider. This can be reassigned to the vice chair or another member as deemed appropriate.
8. Review Constitutional Articles as needed and make suggestions for revisions, in consultation with the Executive Committee, for final approval by the membership. This task may be assigned to an *ad hoc* committee.
9. Support the Executive Committee in the fulfillment of their duties and all members as per article 2.05. Address issues and resolve conflicts brought to the attention of the President .
10. Be the official spokesperson for the organization as required

The Vice President shall:

1. Perform the duties of the President in the latter's absence

2. Succeed the President for the balance of the term of office in the event the President cannot fulfill his/her duties of office
3. Agree with the expectation that the Vice President will become President at the conclusion of the latter's term
4. Be a member of the Nomination Committee
5. At the discretion of the President, chair any *ad hoc* committee
6. Support the President in the fulfillment of the President's duties as requested (i.e., find and manage suitable meeting locations, etc.)

The Show Chair shall:

1. Be responsible for organizing all functions related to the successful operation of TIFAA art shows: the annual autumn show and shows at other venues as opportunities arise, e.g., at the Window Gallery or the Brockville Arts Centre
2. Work with the Executive Committee and TIFAA members to establish show venues, themes, events, budgets, allocation of space for each artist, etc.
3. Establish a schedule of target dates related to show
4. Determine and write or update descriptions for each job to be assigned for each show function, and find members with the required skills to fill the jobs. This requires careful consideration in the listing of all the small jobs/tasks that are required for the completion of a successful show and the matching of members to each job.
5. Coordinate with other Executive Members and Committee Chairs to ensure that everything related to the success of the show is on schedule: publicity, social, financial, etc.
6. Develop, in partnership with the treasurer, annual reporting forms and any other documentation related to the show required by the association
7. Update the *TIFAA Show Guidelines* and forms annually and organize an orientation session for new members
8. Coordinate with webmaster to ensure that all forms, schedules and guidelines are available on the web in a timely fashion
9. Oversee the setup, the show hanging, the show during its run, and the teardown
10. Submit an annual show report

The Secretary shall:

1. Record minutes of all TIFAA meetings, including regular meetings, annual general meetings and Executive Committee meetings and distribute them to appropriate individuals
2. Distribute, in a timely fashion, to the membership all information pertinent to the general membership, including notice of meetings, agendas, minutes of regular meetings, annual general meetings, budgets, notices of upcoming events, membership lists, etc.
3. Be the custodian of all papers, minutes, records, etc., and maintain records for 7 years
4. Submit annual report
5. In conjunction with the Executive Committee, put together the annual report(s) package for distribution to the membership

The Treasurer shall:

1. Keep full and accurate accounts in which all records of receipts and disbursements are accounted for according to basic accounting principles and practices
2. Receive all monies paid to the credit of TIFAA, issue cheques or other instruments of payment for expenditures approved by the Executive Committee
3. Establish a TIFAA account with a local bank and ensure signing and co/signing authority, etc., has been approved by the bank
4. Arrange payment options such as cheques, use of Square, etc., and payment to artists for paintings sold, less commission and transaction fees, collected at the annual show and or other events
5. Establish annual TIFAA budget based on the previous year's activities for approval by the Executive Committee, making quarterly adjustments to be approved by the Executive Committee and the membership as required
6. Report the current financial position of the organization at all TIFAA meetings and Executive Committee meetings
7. Immediately flag any issues/concerns that need to be addressed to the Executive Committee
8. Provide annual education to membership with regards to use of the Square payment method and reporting requirements for the annual show
9. With the Executive Committee, determine the annual and other fees

10. Collect all membership dues in a timely fashion and advise the Executive Committee of members who are in arrears and recommend a course of action
11. Report annually the financial position of the Association by way of an income statement and a balance sheet which includes the previous two years' numbers

The Publicity Chair shall:

1. Establish a committee of members with expertise to manage the website, paid and unpaid advertising, road and magnetic signs, FaceBook, other social media , pamphlets, posters, radio/media, and other appropriate tasks
2. Find opportunities to promote TIFAA as an organization in general, to promote membership, the annual show and other events and activities that TIFAA members or the general public would benefit from knowing about
3. Maintain contact with local/regional organizations that promote the area, tourism, activities, and the arts (i.e., Cogeco, Frontenac Arch Biosphere, and the Brockville, Gananoque, Prescott, Kingston tourism organizations)
4. Maintain specific contact info to be passed on to next Publicity Chair
5. Report on publicity and marketing activities at all TIFAA meetings
6. Submit an annual report

The Membership Chair shall:

1. Be the contact person for prospective members. Direct prospective members to the website for an application form and information on the benefits and requirements of becoming a member. Explain and facilitate the process of being juried. Remain in contact with the applicant until the process has been completed.
2. Establish a jury of 3 full members, establish a jurying process and review it from time to time
3. Contact all applicants once they have been juried to inform them if they have been offered full or associate membership and invite them to the next TIFAA meeting
4. Introduce them to the membership and encourage each new member to describe their artistic journey and practices
5. Ensure that membership information is available at all TIFAA community functions, on the website and other social media as appropriate
6. Maintain current membership list and send revised lists to Secretary for distribution

7. Report at TIFAA meetings
8. Submit an annual report

The Historian shall:

1. Maintain records using photos, publicity articles and other information given by the membership of all activities throughout the year
2. Send interesting information, pictures etc. to the member(s) of the Publicity Committee responsible for the promotion of activities on social media
3. Maintain a scrapbook of some of the more interesting photos, articles and other material that might have historical significance to the organization for future members to review
4. Put together a fun poster of the year's highlights for the annual show
5. Encourage members to support you in collecting photos, etc.
6. Submit an annual report

The Workshops and Guest Speaker Organizer shall:

1. Determine, through requests, discussion or a survey, what the membership would like with regard to workshops and guest speakers
2. Aim for 2 or 3 workshops a year, offered to BAS members as well to ensure full participation and cover expenses
3. Contact potential workshop leaders and speakers and arrange workshops/topics, etc.
4. Arrange locations, times, costs, collect fees and promote workshops
5. Work with the Executive Committee to determine the need for guest speakers, including free demonstrations and talks, etc., from within membership and one or two paid guest speakers a year
6. Report on workshops and guest speakers at meetings
7. Submit an annual report

The Social Chair shall:

1. Provide refreshments at all TIFAA functions (meetings, Paint-Ins, workshops, picnics, etc.)
2. Organize refreshments for the annual show

3. Make the arrangements for the annual Christmas Party including a social event before the luncheon/dinner and promote it to the membership
4. Report at meetings as required and ask membership to volunteer to bring contributions for treats at meetings, the annual show, etc.
5. Submit annual report

The Plein Air Chair shall:

1. Arrange for all Plein Air outings, generally held once a month between May and October
2. Determine location, time, etc., for all Plein Air outings, making sure permission for access has been granted, including access to washroom facilities
3. Provide/facilitate ongoing education in the art of Plein Air painting through demonstrations, articles, workshops, etc.
4. Report at meetings and promote Plein Air outings
5. Submit annual report

The Librarian shall:

1. Maintain an ongoing lending library for TIFAA members to access at regular meetings. This includes bringing the books back and forth to each meeting and setting up the library.
2. Encourage the ongoing availability of new books and articles from the membership through donations or loans
3. Monitor overdue books and contact member for their return
4. Arrange an annual sale of donated books and articles that have been in circulation for a while and are no longer being taken out, with the money going to TIFAA. This could tie in with the sale or donation of other painting items such as canvases, brushes, etc., that members no longer need
5. Report at meetings on new books and donations
6. Submit annual report