

Directors of the Board (and Committees) – for the 2019-20 Year

Membership	Communications	Marketing & Promotion	Social Committee
<ul style="list-style-type: none"> • maintains membership list • emails welcome letters, reminders, announcements • prepares membership cards • prepares member name tags <p>Membership Secretary:</p> <hr/>	<p>NEWSLETTERS: Tina Clancy</p> <p>WEBSITE:</p> <ul style="list-style-type: none"> • Mailboxes: info@ _____ events@ Tina Clancy • General Management/Upkeep: Tina Clancy • Members Directory: Marvyn Rivett • Galleries Pages: _____ _____ • Sponsorship Page: _____ _____ 	<ul style="list-style-type: none"> • general promotion of SCAA events • ensure co-ordination and consistency of messages across all media <p>*</p> <hr/> <hr/> <hr/> <hr/> <p>BROCHURE: updates, printing, distribution</p> <p>_____</p> <p>FACEBOOK:</p> <p style="text-align: center;">Barry Smith</p> <p>_____</p> <p>TWITTER:</p> <hr/> <hr/> <hr/>	<ul style="list-style-type: none"> • plan, prepare, and co-ordinate donations of food and beverages for the SCAA: <ul style="list-style-type: none"> ○ at Monthly Member Meetings ○ special food events at the Monthly Meetings ○ exhibits and shows ○ special events <p>* Jun Liang</p> <hr/> <hr/> <hr/> <hr/>

* Board representative

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Member Meetings Team

Member Meeting Crew	Welcome Table	Program Committee	Art Challenge
<ul style="list-style-type: none"> connect with the United Church for bookings, coffee, special events, etc. help set-up for the meeting bring and hang name-tags holder to each meeting restore tables and chairs at the end of the meeting <p>* _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><u>Deb Boissonneault</u> (name tags)</p>	<ul style="list-style-type: none"> sign-in book 50/50 draw set out brochures, business cards, and other promotions bring front table paraphernalia to each meeting <p>* _____</p> <p style="text-align: center;"><u>Joyce Pearce</u> _____</p> <p>_____</p> <p>_____</p>	<ul style="list-style-type: none"> set the year's schedule connect with the presenters for presentation title and info, images, special needs, etc. send info and images for posting on the website prepare cheque requisitions and thank you cards plan and organize non-presentation events (ex. pot luck) ensure a/v and other equipment is in working order and set up <p>* _____</p> <p style="text-align: center;"><u>Jun Liang</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ul style="list-style-type: none"> set the challenges for the year and send to the website and newsletter set up the table and easels at the meeting (where there is good lighting for photos) set out information cards to set with each piece make sure good photos for the gallery are taken by group photographer including the information cards <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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Fundraising Committee	Sponsorship Committee	Scholarship Committee	Directors-at-Large
<p>ex. bus trips, workshops, trivia nights, etc.</p> <p>* _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ul style="list-style-type: none"> • update sponsorship package • collect sponsor logos and contact information for thank you letters, website <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ul style="list-style-type: none"> • connect with the schools • email the invitations • collect award winners information and images (send to website to create a gallery) • cheque requisitions • present the award at the graduation ceremonies <p>* _____</p> <p style="text-align: center;"><u>Shirley Conway</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ul style="list-style-type: none"> • no specific role • have a chance to experience Board meetings and learn about the SCAA • can help other Board members during busy times • should attend Board meetings <p style="text-align: center;"><u>Ed Leidel</u></p> <p style="text-align: center;"><u>Bev Seddon</u></p> <p style="text-align: center;"><u>Brita Housez</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

* Board representative

Non-Board Volunteer Opportunities (for the 2019-20 Year)

Audio/Visual	Photography Crew	Volunteer Committee
<ul style="list-style-type: none"> • bring this equipment to meetings • set up for presentations <hr/> <hr/> <hr/> <hr/>	<ul style="list-style-type: none"> • take photos at events (bus trips, shows, workshops, etc.) • take photos at Monthly Member Meetings, of: <ul style="list-style-type: none"> ○ the presentation ○ the art challenge ○ the members • help members photograph their work • yearly group photo <hr/> <hr/> <hr/> <hr/>	<ul style="list-style-type: none"> • collect names and numbers of members who would like to volunteer their help once in a while • ex. sort out the storage locker, help out at shows, etc. <hr/> <hr/> <hr/> <hr/> <hr/>