

## **Veer North - Roles and Responsibilities of Executive Committee Members**

### **Chair – duties of**

- A rolling chair will be appointed at the end of each meeting
- The chair for the meeting will notify everyone of the time, venue and date of the next meeting and produce an agenda.
- They will chair the meeting
- Organise the venue

### **Note Taker**

- Will be chosen at the beginning of each meeting
- Take minutes of current meetings
- Send out draft copies to all the members
- Correct the minutes after they have been approved at the next meeting

### **The Treasurer**

- Balance the accounts
- Liaise with the bank
- Look after Cheque Books
- Collect signatories
- Receive subscriptions and bank them
- Pay expense for day to day expenditure
- The Treasurer should not be solely responsible for managing other projects

### **Archivist**

- Collect Press Releases
- Maintain record of minutes
- Maintain records of relevant articles in papers, magazines
- Collect photos, including documentation of events

### **Membership**

- First contact for the public
- Respond to queries about Veer North
- Maintain the visual records of members (which is kept by the membership person)
- Maintain the CV's annually of the members if required

### **News and Opportunities**

- Receive and disseminate information
- Be pro-active about receiving information and passing it on

### **Publicity**

- Write articles, advertising, press releases, marketing
- Keep mailing list up to date
- Keep contact with agencies for publicity

### **Networking**

- Contact other art groups and organisations
- Maintain contact with current artists-in-residence at The Booth.
- Maintain contact with other agencies e.g. Shetland Arts, Creative Scotland, Hi-Arts

### **Website**

- Keep information up dated regularly
- Make sure site is working OK
- Receive visual documentation for website

### **Talks and Lecture Programme**

- Co-ordinate lecture programme
- Arrange venue
- Organise notices/announcements/invitations