

## **Veer North - Roles and Responsibilities of Executive Committee Members, June 2004**

### **The 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

### **The 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
- Pays 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

### **Networker**

- Contact other art groups and organisations
- Maintain contact with current artists-in-residence at The Booth.
- Maintain contact with other agencies e.g. Scottish Arts Council, 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

**Ideas** - this role is new in 2004 is aimed to help the group be responsive to situations and acquire a more active, 'activist' profile. It will evolve and could include generating new ideas for events and activities; writing letters to the paper or relevant bodies; encouraging new links, new members and current members to take a more active role in the group.

**Events** - This role will develop depending on projects Veer North takes on

## List of Executive Members 2004/05 and allocated roles

Howard Towll	Treasurer	<a href="mailto:soutranger@amenitytrust990.fsnet.co.uk">soutranger@amenitytrust990.fsnet.co.uk</a>
Andrew Graham	Archivist	<a href="mailto:androograham@hotmail.com">androograham@hotmail.com</a>
Ruth Brownlee	Membership	<a href="mailto:ruth.brownlee@btopenworld.com">ruth.brownlee@btopenworld.com</a>
Jennifer Perry	News & Opportunities	<a href="mailto:jennfrperry@uk4free.net">jennfrperry@uk4free.net</a>
Peter Davis	Publicity	<a href="mailto:p_davisuk@yahoo.co.uk">p_davisuk@yahoo.co.uk</a>
Roxane Permar	Networking	<a href="mailto:roxanepermar@hotmail.com">roxanepermar@hotmail.com</a>
Ruth Brownlee	Website	<a href="mailto:ruth.brownlee@btopenworld.com">ruth.brownlee@btopenworld.com</a>
Mairi MacDonald	Talks Programme	<a href="mailto:mairimacdonald@shetland.biblio.net">mairimacdonald@shetland.biblio.net</a>
Jimmy Thomason	Ideas in motion	<a href="mailto:anjithoma@aol.com">anjithoma@aol.com</a>