

SISKIYOU ARTISTS ASSOCIATION

JOB DESCRIPTIONS

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SISKIYOU ARTISTS ASSOCIATION

JOB DESCRIPTION FOR:SAA Board Member

1. Promote the mission statement of the Siskiyou Artists Association
2. Bring together artists to better foster individual growth
3. Exchange ideas
4. Assist in providing scholarships to qualified candidates
5. Promote art exhibits
6. Participate at board meetings, discuss and vote on issues and support majority decisions once decided
7. Help with other areas, including but not limited to, publicity, answering questions, gathering information, etc.
8. Represent the organization to the community

SISKIYOU ARTISTS ASSOCIATION

JOB DESCRIPTION FOR:.....President

1. Promote the mission statement of the Siskiyou Artist Association
2. Represent SAA in various community forums.
3. Work with the Lake Shastina Property Owners Association to secure the LS Community Center as our meeting venue.
4. Open up the LS Community Center for meetings and/or workshops or designate an officer to do so. Make sure the facility is clean before locking up.
5. Prepare meeting agendas by being alert to matters before the board. Help facilitate resolution of issues that come before the board or various positions from time-to-time.
6. Encourage members to volunteer their time and energy to make SAA a viable service organization and to encourage members to chair various committees and positions.
7. Help meet SAA goals by serving on various committees and/or helping secure artists to provide critiques or demonstrations.
8. Bring SAA's easel and light to critique meetings.
9. Remind selected winners of critique meetings to bring their paintings to the last meeting of the year. They may be selected as the painting of the year.
10. Order and bring a cake to the last meeting of the year.
11. Determine dates for the following year and secure a meeting place (see #3)

SISKIYOU ARTISTS ASSOCIATION

JOB DESCRIPTION FOR:.....Vice President

1. Promote the mission statement of the Siskiyou Artist Association
2. Serve in place of the President when the President is unable to attend a meeting.
3. Obtain prominent artists to conduct critique and demonstration meetings:
 - a. Call prospective artists, obtain their service, and confirm dates. If demonstration artist, need to know on what. SAA fees are \$50 for both a critique and a demonstration artist unless they come from Ashland or Redding, in which case, the fee is \$75 to cover the greater travel distance.
 - b. Write letter to artist confirming dates and time and send a map to Lake Shastina Community Center.
 - c. Obtain brief biographical sketch from artist to send to newsletter editor and to the publicity chair. Along with dates and time and demo subject.
 - d. Introduce artist at meeting. Make sure to acquire check from treasurer to pay for service and give it to artist along with our thanks.
4. Promote Siskiyou Artists Association to other community forums.
5. Attend Board meetings, discuss issues and vote on matters before the board. Support majority decision once reached.
6. Assist with other SAA committees and functions as needed.

SISKIYOU ARTISTS ASSOCIATION

JOB DESCRIPTION FOR:.....Treasurer

CA State and US Government

Corporate Name: Siskiyou Artists Association
State of California Corporate Number: C0431125
State of California Charity Registration Number: 4470
Federal Employer Number (EIN): 26-4828559

- 1) Annually, at the first of the year, submit a Registration/Renewal Fee Report (RRF-1) to the Attorney General of California, Registry of Charitable Trusts, P.O. Box 903447, Sacramento, CA 94203-4470, (916) 445-2021. A fee is due only if total gross receipts or assets for the year are \$25,000 or more (check for changes in the amount), but the form must still be filed yearly. The form may be completed and printed from their web site: <http://ag.ca.gov/charities>, or it can be submitted on-line.
- 2) Annually, before May 15, file a Form 990-N (e-Postcard) with the IRS. This is an on-line submission found at <http://epostcard.form990.org/>.
- 3) Every other **even** year, in February, submit the Statement of Information (Domestic Nonprofit Organization, Form SI-100) and the filing fee (currently \$20) to the State of California Secretary of State, Business Programs Division, P.O. Box 944230, Sacramento, CA 94244-2300, (916) 657-5448. The form may be completed and printed from their web site: <http://www.ss.ca.gov/business/corp>. Note: Part B answers should all be no.

Membership

Accept and record annual dues.

Update membership list, including current address, phone, E-mail. Give the Secretary and Newsletter Chair the updated information.

Banking

Update the signature cards for all accounts at the Scott Valley Bank and State Farm Bank as necessary. To change the signature card, the bank requires a copy of a resolution passed by the board indicating who and only who is to be included.

Keep track of checking, savings, and CD accounts. Reconcile receipts and disbursements with bank statements. Ensure there are sufficient funds in the checking account to cover expected expenses, transferring funds as necessary. The largest expenses are the scholarships awarded in August.

Reimburse and record all expenditures; deposit and record all income.

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Maintain records of income and expenses from workshops, annual show, and any fundraisers.

Prepare and present Treasurer's Report for each meeting, and the Annual Report for the February meeting.

Miscellaneous

Pick up and distribute mail.

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JOB DESCRIPTION FOR:.....Secretary

1. Promote the mission statement of the Siskiyou Artist Association
2. Attend board meetings and general meetings:
 - a. Record minutes of each
 - b. Mail minutes of board meetings to board members and make corrections as notified by board members.
 - c. Read the minutes of the previous general meeting to the membership and make corrections as advised.
 - d. Keep records of all of the above
 - e. Supply others with data as requested.
 - f. Provide secretarial services, materials, and records for the Siskiyou Artist's Association
3. Prior to the SAA Annual Art Show, compose and mail out requests for donations to previous sponsors and potential sponsors.
 - a. Write thank you notes to said sponsors
 - b. Maintain list of sponsors
 - c. Ensure that the Show Chairperson receives an updated list of sponsors to print on show program brochure.
4. Attend Board meetings, discuss issues and vote on matters before the board. Support majority decision once reached.
5. Assist with other SAA committees and functions as needed.

SISKIYOU ARTISTS ASSOCIATION

JOB DESCRIPTION FOR:..... Publicity Chair

1. Promote the mission statement of the Siskiyou Artist Association
2. Attend board meetings and general meetings. Discuss issues and vote on matters before the board. Support majority decision once reached.
3. Advertise SAA programs, events, and shows.
4. Advertise Critique Meetings (February, April, June and September):
 - a) Send notices to local newspapers (e.g., Mount Shasta Herald, Siskiyou Daily, Pioneer Press) by their deadline time so that the notice may appear a week or two before the meeting. E-mail is preferred by the editors because they can read the notice at their convenience and copy the text from the E-mail to their production software. Remember that they have no obligation to publish our notices, so they are doing us a favor and will respond best to well written and complete submissions. Always thank them for their support and be sure to include:
 - i. Meeting date, time and location
 - ii. Brief bio of critique artist
 - iii. Instructions to artists who plan to bring art to the critique (e.g., type of work accepted, number of pieces allowed, time to arrive with their art work, ct.)
 - b) At the close of the critique meeting, photograph the winning artists with their paintings (or other art work) of the month. Send the photograph to the same papers with a short article on the critique and the winning art work. High-resolution jpeg files (at least 300 dpi and up to 5 MB files via E-mail) are preferred by the paper.
5. Advertise demonstration meetings (March, May, June and October)
 - a) Send notices to local newspapers (e.g., Mounts Shasta Herald, Siskiyou Daily, Pioneer Press) by their deadline time so that the notice appears in the paper a week or two before the meeting. Be sure to include:
 - i. Meeting date, time, and location
 - ii. Brief bio of demonstration artist
 - iii. A description of what the artist will be demonstrating.
6. Advertise Scholarship Activities by working with the Scholarship Committee Chairperson to announce entry form deadline to the Newspapers mentioned above. After the scholarship recipient is identified, submit article to paper on the Scholarship winner(s) along with a

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photo. This should be announced in conjunction with the annual show to invite the community to attend the SAA's show's opening reception to meet and congratulate the scholarship winner.

7. Advertise SAA's Annual Art Show and Art Auction

- a) Work with the SAA show chairpersons in sending out a notice in June to local papers plus Southern Oregon and Redding papers and public radio stations soliciting artist to enter the show. Be sure to include:
 - i. Entry deadline.
 - ii. Where to get entry forms (e.g., show chairperson and SAA web site)
 - iii. Acceptable media, sizes, etc.
 - iv. Award categories.

- b) A few weeks before the show, send an announcement to papers and radio stations inviting the public to attend the show. Be sure to include:
 - i. Scholarship winners and their exhibits at the show. Include scholarship winners' photographs, if possible.
 - ii. Show location
 - iii. Dates and times show is open
 - iv. Number and type of entries
 - v. Availability of art for sale
 - vi. Silent Art Auction running concurrently with show to raise money for scholarship activities.

- c) After the show's reception, photograph the Best of Show and Judge's Choice awards. Get a complete list of all awards presented. Be sure artist's names and art work titles are correct. Send the photograph(s) and an article to the local papers immediately, including the complete list of awards. This provides extra publicity during the show.

8. Whenever possible, obtain and keep clippings of notices and articles that the newspapers print as the result of your efforts. File the clippings for future reference.

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JOB DESCRIPTION FOR:.....Newsletter Chair

1. Promote the mission statement of the Siskiyou Artist Association
2. Disseminate information to members and other interested parties related to:
 - a) Dates and programs offered by SAA such as critique meetings, demonstrations, workshops, and annual show rules and dates.
 - b) Changes in SAA operations and practices, such as, modifications to critique criteria or changes to the bylaws or any other matters that comes before the Board of Directors.
 - c) Art classes offered in the community or art shows that members might find interesting.
 - d) Results of critique meetings and the award winners of the annual SAA art show.
 - e) Any other information that may interest the membership at the direction of the Board of Directors
3. Provide newsletters with the following frequency: every other month. Newsletter is mailed 2 weeks prior to meeting. Meeting is normally the 3rd Sunday of each month, February thru October.
 - a) February & March: displays the calendar of events for the year, congratulates the winner of the "Best Painting of the Year" as selected in October, provide bio of critique artist for February and the demonstration artist for March, and other information as discussed above. Provides picture of artists winning best painting of the month from the September meeting. Publish letter to members from SAA president. Remind members of dues.
 - b) April & May: updates related to the current period. Display picture of artists winning best painting of the month from the February critique meeting.
 - c) June & July: updates related to the current period and provide entry forms and instructions for SAA's Annual Show. Provide picture of artists winning best painting of the month from the April Critique meeting.
 - d) No August newsletter
 - e) September & October: updates related to the current period and a listing of the results of the Annual Show is highlighted. In addition, a reminder to members who have been selected with the best painting of the month to bring their work in for the voting of Best Painting of the Year. Provide picture of artists winning best painting of the month from the June Critique meeting.

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4. Additional responsibilities of Newsletter Chairperson

- a) Attend monthly board meetings to learn what may be important to disseminate to members
- b) Stay in close contact with Vice President and other officers to learn what programs SAA is offering and obtain bio sketches of presenting artists.
- c) Obtain from publicity chairperson photo of winning artists.
- d) Solicit information from members on classes or art shows that may interest others.
- e) Prepare newsletter with common word processing software. Print newsletter (Alpine Office Supplies in Mt. Shasta has the best prices). Collate newsletter with any attachments (find help with this task), stuff and stamp envelopes.
- f) Obtain reimbursement for newsletter expenses from the SAA treasurer by submitting an invoice with pertinent receipts.
- g) Send newsletter and any other pertinent information to Linda Cosner to be included on the SAA web site.

SISKIYOU ARTISTS ASSOCIATION

JOB DESCRIPTION FOR:..... Annual Show Chair

1. Promote the mission statement of the Siskiyou Artist Association
2. Arrange location and dates for the show
3. Arrange for a judge
4. Make any necessary changes to entry form and give to Newsletter person to send out
5. Give relevant information to Publicity person; some publicity has a long lead time
6. Collect and check entry forms for completeness; fees go to Treasurer
7. Get volunteers to donate cards and silent auction items, to receive art and hang the show, to return art and take the show down, to be scribes and to sit the show
8. Make brochures for the show; make or arrange for labels and certificates
9. Plan how the show is to be arranged and direct the hanging; hang labels and ribbons after judging
10. Oversee the reception
11. Fill holes in the schedule for sitting
12. Record and collect money from the show periodically and give to Treasurer
13. Oversee dismantling of show and return of art
14. Oversee silent auction or appoint someone to do this
15. Help your successor

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JOB DESCRIPTION FOR:.....Scholarship Chair

1. Promote the mission statement of the Siskiyou Artist Association
2. In late February or early March, check listing of high schools, Junior Colleges and private high schools. Confirm art instructor's name.
3. Establish scholarship deadline to receive applications. The deadline should be before finals, before summer vacation and avoid Easter and 3-day weekends.
4. In March, send out package containing cover letter, art scholarship qualifications & instructions (maybe several copies), and send poster announcing scholarship for the instructor's classroom.
5. Work with publicity chair to announce SAA's scholarship award in the local papers to remind students to inquire of their teachers about the scholarship.
6. In March, ask for volunteers to serve on the scholarship committee. Best to have 5 people.
7. In early April, remind instructors about scholarship and deadline date.
8. In April, discuss with members of the scholarship committee when all can meet to interview applicant(s) and view their art work. Call each applicant to let them know that you have received their application and find out when a good time is to interview them. Try to pick one day, usually a Saturday and interview all the candidates at different time slots on that day.
9. On the interview date, evaluate each candidate's work and presentation using the Guide for Selecting Scholarship Recipients. We use a standard form and matrix to evaluate each candidate to ensure fairness. Take a photo of each candidate. The winning applicant will have their picture in the paper.
10. After all candidates have been interviewed, the scholarship committee discusses the candidates and their work and chooses award recipients, if any.

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11. The scholarship committee may award up to two scholarships a year. The committee may also only give one or no scholarships depending on candidates for the year. But no more than two scholarships can be given in a year.
12. Once a candidate(s) has been selected, notified them on the phone to congratulate them and then send them a letter letting them know that the award will be given out at our annual show reception and that they are expected to show their work at our annual show.
13. Very soon after the interviews, send letter to all candidates. For those not selected, thank them for applying and encourage them in their future endeavors. Also send letters to the scholarship committee members thanking them for their service.
14. In May, prepare an SAA Art Scholarship Report to present to the members. Give same to publicity chair and newsletter chair along with the applicant's photo. The publicity chair would like the photo in a JPEG format.
15. One month before show, send letter to scholarship recipients about framing their pieces with wire hangers and the date and time of the reception. Be sure to encourage them to bring their friends and family to help them with their celebration.
16. At the art show, help scholarship winner hang their work and present it in the best light.
17. At art show reception, present certificate award plus the check (obtain this earlier from the treasury).

SISKIYOU ARTISTS ASSOCIATION

JOB DESCRIPTION FOR:..... Hostess

1. Promote the mission statement of the Siskiyou Artist Association
2. Circulate sign-up sheet for refreshments for each meeting. Remind each person before the meeting to bring their goodies.
3. Set up refreshment table before each meeting.
4. Ensure we have adequate supplies: plates, napkins, spoons, etc. Purchase any needed supplies. Obtain reimbursement from Treasurer.
5. Clean up refreshment table and supplies after each meeting.

SISKIYOU ARTISTS ASSOCIATION

JOB DESCRIPTION FOR:.....Historian

1. Promote the mission statement of the Siskiyou Artist Association
2. Maintain and organization historical information of SAA.
3. Gather newspaper clippings.
4. Maintain copies of SAA newsletter.
5. Bring history books to Annual Show so members and the public can see our historical record.

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JOB DESCRIPTION FOR:.....Greeter

1. Promote the mission statement of the Siskiyou Artist Association
2. Greet members and guests at our meeting
3. Help guest with name tags
4. Give copy of SAA newsletter to each guest.
5. Prepare name tags for all members.
6. Help tally count for popular vote at each critique meeting.