



**Job Descriptions
And
Policies and Procedures
2005**

President

Each year the President shall reserve a meeting place for the Foundation's monthly Business Meeting. At the present time the Foundation meets in the Community Room of the State Bank of the Lakes in Antioch, Illinois on the second Tuesday of the month from September through May at 6:30 p.m. Contact should be made with Rosemary XXXX of the Antioch Office at (847) xxx-xxxx. The President shall pick up the key from the bank on the second Tuesday of the month before xxxxxx.

The President or his/her representative presides over the monthly Business Meeting. The Business Meeting shall be scheduled for one-half hour followed by the monthly Program.

The President is responsible for preparing the Agenda for the Business Meeting and any Board Meetings. The Agenda should include the Secretary's minutes for the previous meeting, the Treasurer's report of funds disbursed and received on a monthly basis, with the current sum in the Foundation's checkbook, any committee reports that are necessary, Old Business and New Business. If the Secretary is unable to attend the meeting, the President finds a substitute to perform his/her duties.

The President determines the need for Board Meetings, specifies the time and place, makes arrangements for the meeting place, and notifies the participants.

The President, along with other Officers and Board Members greets all new members and welcomes them into the organization.

If a Committee Director is unable to fulfill his/her duties for any reason, the President is responsible to see that the job is accomplished, either by appointing a substitute or by doing the job his/herself.

The President is free to consult past presidents, other officers or board members on Foundation matters, as he/she sees fit.

In September of the year in which the President plans to leave the President shall appoint a nominating committee consisting of three or more members.

The President shall appoint in early fall, at least three members to serve with the Treasurer to prepare the coming year's budget. Suggested members are the Vice President, Program Director, Newsletter Editor, Gallery Director, Publicity Director, etc. The Treasurer shall serve as Director of the Budget Committee and shall follow the regulations of the Internal Revenue Service as well as local and state regulations with respect to the operating of a non-profit educational organization.

At the October General Meeting the President shall ask the nominating committee to present their slate of candidates for President, Vice President, Secretary and Treasurer. The President shall then ask if there are any nominations from the floor.

The vote for new officers shall be taken at the November General Meeting. In December at the close of the General Meeting the President or one of the Past Presidents shall install the new officers.

Vice President/Special Events Coordinator

The Vice President shall in the absence of the President perform all duties of the President. He/she will also help in the Presidential duties as requested by the President when able.

For reference the duties of the President are described above.

As Special Events Coordinator the Vice President chooses and works closely with the Coordinators of Events such as the Studio Tour, Wine Tasting and other events as they are scheduled. (See Sheets on Special Events)

Secretary

The job of the Recording Secretary is to record the minutes of the monthly Business Meeting. The Secretary shall type the minutes in a timely manner and send them to the President, Treasurer, Publicity Director and the Newsletter Editor.

At the Business Meeting the Secretary shall read the minutes of the previous month's meeting.

When requested by the President the Secretary should attend Board Meetings. Here the Secretary shall record the minutes of the meeting and make copies available to other Board members, via, copies, e-mail, or mail.

The minutes of both the Business Meeting and the Board Meetings shall be kept in binder (computer files if available) for future reference. These files will be passed along to succeeding Secretaries.

The Secretary will also assume the duty of general correspondence such as letters of appreciation for donations, confirmation of scheduled events if necessary, etc.

The Secretary shall keep a master copy of the Job Descriptions – Policies and Procedures Manual.

Treasurer

The Treasurer shall receive and deposit all Foundation funds in a timely fashion. This takes about two hours per week. All checks for membership, class registration or hanging fees should be deposited in the Treasurer's mail box with description of funds - - -

Pay all invoices and keep them on file with dates received, check numbers and dates paid. All requests for payment should have a bill or invoice accompanying the request.

Keep a detailed ledger as a record of how funds were received and disbursed in order to maintain a good working budget. It is helpful to keep check numbers of all receipts. These should be recorded in the ledger with each transaction.

Reconcile the checkbook with each month's bank statement.

Prepare a Treasurer's report for each Business and Board Meeting.

Work with Membership Director and Newsletter Editor to keep membership lists up to date. Membership dues are payable to the Membership Director, recorded and forwarded to the Treasurer and Newsletter Editor with names, addresses, telephone numbers and email if available.

If requests for large expenditures are made, the Board should approve them before the Foundation is committed.

Work with the Budget Committee (appointed by the President in January) so that each year various committees know their budgets for the year. The Board shall approve the Budget. The Treasurer should serve as Director of the Budget Committee and shall follow the regulations of the Internal Revenue Service as well as local regulations with respect to the operation of a non-profit educational organization.

At the end of September a Financial Report of the past year should be prepared for the Board – to be presented at a Fall Board Meeting. This will be helpful in preparing the Budget for the following year.

The Treasurer also files not-for-profit status with the Secretary of State annually, files the state Sales Tax Return. The Treasurer notifies all persons of tax status on sales over \$600.00 per year using form #1099 and contacts a CPA to prepare annual taxes after end of tax year, July 1.

Quicken is the computer program in use.

Books should be audited by a qualified auditor at the end of each term or at any time requested by the Board of Directors.

Past President

The duties of the Past President of the Antioch Fine Arts Foundation are to help the newly elected President and to give advice when needed regarding the Foundation's By Laws and the general policies. The current Past President is a member of the Board of Directors. The Past President should keep a copy of the Policies and Procedures Manual.

Program Director

The Program Director is responsible for planning programs, speakers and demonstrations for the General Meetings of the Foundation. If at all possible these programs should be planned well in advance of the meetings so proper publicity can be distributed.

When selecting artists or speakers it is a good idea to make certain, you or a board member has attended a demo by this artist.

When asking the artist, specify the date, time, type of demo, speech or critique, and the price agreed upon. The Board shall determine prices paid for programs at the beginning of each September through June season. Individual program compensation may fluctuate to add up to monies allotted for the season.

The Program Director should arrive early to each meeting with other volunteers to set up the mirror, and make sure that all is ready for the program to begin promptly after the business meeting is ended.

Make and mail three copies of the Antioch Fine Arts Foundation Contract for Monthly Program (See Following) signed by the Program Director to the Presenter, with one copy to be signed by the Presenter and returned to the Program Director, one copy to the Treasurer. If possible the Presenter should attach a current resume. Along with the contract the Program Director should add any necessary directions, and special equipment. The Presenter's resume and information about the upcoming program can then be copied and sent to the Newsletter Editor and Publicity Director at least three weeks before the program.

SUGGESTION ON CONTRACT (Pixie may have one)

The Treasurer should receive completed copies of the contract well ahead of the demo date, so proper payment can be made at the end of the program.

CONTRACT

Art Classes Director

The Art School Director contacts member artists four times a year to see who is available and wanting to teach a class.

Sets up sign up dates to be published in newsletter.

Artists contact Director with info about classes they are teaching.

Director works with local venues to acquire places to have classes.

Accumulates all info and puts into a schedule. Prints schedule and mails.

Keeps track of persons signing up for class.

Collects money and turns into Treasurer with amount to be paid to teacher.

Publicity Director

The Publicity Director sends out to local and regional news sources press releases regarding the Gallery and its members. The Publicity Director also is responsible for checking out ads to be placed in local and regional publications regarding special events, classes the Gallery and its members. Typical press releases include the following:

- Special events such as Studio Tour, Wine Tasting and Birthday Party.
- Classes Now Forming
- New Artists Needed
- Upon request of feature artists, openings for white room shows.

Upon request of news agencies, coordinate interviews and photo shoots.

Greets reporters, photojournalists and photographers at events and makes introductions as applicable to event.

Creates and places ads in local and regional publications regarding special events, artists needed, etc. within budgetary limits approved by the Board of Directors.

Gallery Director

The Gallery Director rehanges the Gallery at the beginning of every odd month. In October the Director works with the Foundation members, Officers and Board to determine a schedule for the White Room for the following year. This includes but is not limited to shows by members, students, other organizations, invited artists, themed shows or juried shows.

The Gallery Director should meet prospective new members to explain the workings of the Gallery, sign up sheets for their art and times to work, and should encourage new members to sign up for their four hours of work at the Gallery. They should also have new members sign the Exhibit Agreement. When the Gallery Director is not available for new members, the Assistant Gallery Director or any Officer of the Antioch Fine Arts Foundation can fill this role.

Assistant Gallery Director(s)

The Assistant Gallery Director keeps track of time worked by members who show their work in the Gallery and tracks the hanging fee. Notifies artists when they have not worked their share of hours and/or paid their hanging fees. Works with the Gallery Director to remove work of artists who have not met the stated obligation of work and fees.

The Assistant Gallery Director reviews the Gallery Host schedule on a weekly basis to verify that all time slots are filled. If there are open time slots he/she contacts exhibiting members who have not worked to fill in open time slots.

The Assistant Gallery Director keeps an updated list of members who have indicated they can fill in to Host the Gallery in case an emergency arises. This list should also be published at the Gallery.

Sheets for work sign up should be printed at least three months at a time and should be at the Gallery at least a month in advance.

Membership Director

The Membership Director works with Newsletter Editor and Treasurer to keep membership lists up-to-date. Dues are paid to the Membership Director, recorded and forwarded to the Treasurer and Newsletter Editor with names, addresses, phone and email addresses.

Dues are due at the beginning of January and are valid for a year. New members joining in July or later need only pay half of the yearly fee. Members who have not paid their dues by January 31 are dropped from the membership. They may of course rejoin, but their names will not be in the current Membership Booklet.

After all dues are collected, revise membership booklet for printing and distribution to the membership by March 1.

The membership list is solely for use by Foundation members. Members must not give, loan or sell it to persons, organizations or firms who might use it for solicitation purposes.

At General Meetings the Membership Director receives guests, and welcomes new members.

The Membership Director is responsible for having nametags available for each meeting and collecting them after the meeting.

Newsletter Editor

The Newsletter Editor should compile, edit and type each month all news items pertaining to the Foundation activities and member news. Have sufficient copies made of the newsletter to accommodate the membership plus 15 percent. The Newsletter Editor should mail the newsletter to members 7 to 10 days before the monthly meeting. The additional newsletters should be delivered to the Gallery for potential members to peruse.

The Newsletter Editor should keep at least one hard copy of the publication for the Historian, and a computer file to pass on to the oncoming Newsletter Editor.

Library Director

The Library Director catalogs all books and magazines donated to the foundation. On a regular basis new acquisitions should be noted and mentioned in the Newsletter.

Historian

The Historian keeps a record of all Antioch Fine Arts Foundation events. The Historian takes pictures of all Foundation functions, if not able to attend should try to gather photos and information from other attending members. The Historian should maintain a scrapbook of news clippings and photographs as a history of the Foundation.

Music Director

The Music Director is responsible for planning and coordinating music events at the Gallery, or those sponsored by the Foundation. These include but are not limited to the Acoustic Music Song Circle (held on the second Saturday of every month from 1-4 p.m.), and also occasional concerts and other music gatherings or performances, such as those for special events.

Special Projects

The Director enlists volunteers to help with set up, purchasing food and drinks, workers at these events to write receipts and wash glasses or take care of snacks, and to help with clean up.

Wine Tasting

Contact Larry Ellis, Armanetti in July to set a date for the Wine Tasting and Silent Auction. Work with Larry and the Historical Society to secure a place for the Wine Tasting and art to be auctioned.

Set date for items to be at the Gallery for auction and inventory these items. Make sheets for auction (see form following) set up items in a pleasing manner.

Invitations: These are printed, black ink, 4-1/4 x 5-1/2 and should be mailed four to six weeks before the event.

Signs/Banners: Signs or banners should be placed at the corner of Rte. 59 and Rte. 173 in front of Jewel after checking with Jewel, and one in front of the Gallery. These should be in place a month before the event.

Studio Tour Chairperson

The Studio Tour Chair plans the Annual Studio Tour, which is held during the weekend in May immediately following Mother's Day.

The Studio Tour Chair works closely with the Publicity Director to get ads and stories in local newspapers.

The Chair contacts those members who are interested in participating, the date should be published in December and January newsletters, collects a fee from the participating artists (dollar amount to be determined based on previous years expenditures and estimated expenditures for current year), and collects a picture of their artwork for the invitation. The Chair sets a deadline for all money and artwork to be due. Chair decides how artwork will be selected for postcard i.e. all, lottery, jury, etc.

Invitations: 5-1/2 x 8-1/2 cards printed in color on one side and black and white on the other. These should be mailed six weeks before the event.

Table Tents: Local restaurants should be approached regarding placing table tent advertising in their establishments. Twin Oaks Country Inn, in Wilmot and Angie's Restaurant in Antioch have done this for us in the past. Twin Oaks has their own holders and the foundation owns some holders to be lent out. Inserts for table tents should be created in a professional manner and include "Ask your server for more details" These restaurants should be provided with a large quantity of maps and the Chair or his delegate should check back with the restaurants periodically to see if they need additional maps. In turn, the gallery includes the restaurants name hours of operation and directions on the map as suggestions for dining in the area.

Maps: Maps should be made including the location of and directions to all the artists' homes on the tour and the Gallery. In addition, locations of area restaurants that are providing advertising support

for the Studio Tour and/or the Gallery. This map should be printed and be at the gallery as soon as the invitations go in the mail. Each artist on the tour should receive approximately fifty maps.

Signs/Banners: Signs or banners should be placed at the corner of Rte. 59 and Rte. 173 in front of Jewel after checking with Jewel, and one in front of the Gallery. These should be in place a month before the Tour.

Displaying Artists

Displaying artists are responsible for ensuring the following requirements are met:

- Membership in the Antioch Fine Arts Foundation shall be current.¹
- For each month or portion of month in which work is displayed, all displaying artists shall pay a \$5.00 display fee and work as Gallery Host for a minimum of four hours.¹ The Gallery Host obligation shall be completed within the period of 6 months prior to and one month after the month in which work is displayed.
- No artwork is to be rearranged by anyone except the gallery director or persons designated by the Gallery Director.
- In general, displaying members are allowed two pieces of work to be on display at any given time. In all cases, space for all members who wish to display is the overriding criteria for how much space artist may utilize. The Gallery Director has final say on the number and size of pieces displayed.
- All artwork must be original work of the artist. Upon request the artist must provide source material. Photo-reproduction prints of original work are not eligible for exhibit in the galleries. At the discretion of the Gallery Director, a limited number of high quality limited edition prints may be placed in browse boxes or racks. High quality, limited edition, bronze castings are permitted. Other castings must have prior approval of the gallery Director
- Framing shall be completed consistent with the framing guidelines.
- All work shall be identified with your name, title of piece and price. A label of your own should be attached to the back of each two-dimensional piece, and applied to three-dimensional pieces in an appropriate location.
- All works shall be for sale unless otherwise agreed upon with the Gallery Director. The Antioch Fine Arts Foundation retains a 30% commission for all works sold.
- Artists are encouraged to self insure their work. Utmost care will be given to all works submitted, however, Antioch Fine Arts Foundation, Antioch Fine Arts Foundation Officers and Members and the Antioch Fine Arts Foundation Gallery will not be responsible for any loss or damage to any work submitted. Submission of work to this gallery constitutes agreement on the part of the artist to these conditions.
- Complete and sign an exhibit agreement (appendix 1) prior to displaying work.

Framing Guidelines

- All two dimensional (2-D) artwork shall be framed in a professional manner or executed on a medium intended for display without framing (i.e. gallery wrapped canvas). Note: canvases with staples in the sides are not considered appropriate for displaying unframed.
- Works on paper, photographs and other matted work must be glazed with either acrylic (i.e. Plexiglas) or glass.
- Mat and backing material should be acid free.

¹ **Exceptions:** a) Artists, invited by the gallery director, who are displaying work in the Feature Show room (generally the white room). b) our founder, Susan Hetzel, by decree of the Board of Directors has been granted a lifetime membership and is waived from having to work as gallery host or pay display fee.

Note: These are the only exceptions, so please do not ask.

- Frames and mats shall be in new condition
- All pieces to be displayed on Gallery walls shall be ready to hang.
 - Picture wire must be used with wire ends covered (masking tape). Sawtooth, keyhole and loop type hangers are not allowed.
 - Picture wire shall not have more than one inch of slack at the center of its span.
 - Picture wire shall be located 1/3 of the way from the top of the picture.
 - Wall spacers (bumpers), when used, shall be non-marring (i.e. silicon or rubber).
- Any work to be included in a browse box or print rack must be professionally presented; matted and covered with acetate or shrink wrapped.

Gallery Hosts

Gallery Hosts are responsible for ensuring the following requirements are met:

- Showing up to work on time on their scheduled days.
- Arranging for someone to take their place when they cannot work on a scheduled day. Note: simply crossing your name out of the book is not acceptable unless you are doing so more than two weeks in advance. You should call other displaying members to see if they can work for you. You should not call the Gallery Director until you have exhausted all other options.
- Ensuring the floors have been vacuumed, garbage cans have been emptied, bathrooms are stocked with soap, paper towels and toilet paper and the plants have been watered.
- Writing up sales receipts
- Wrapping and or bagging items sold as appropriate.
- Completing the shopping list when the last of something is used.
- Verifying the track and outdoor lighting is working. Replace bulbs or notify the Facilities Director if something is not working.
- Ensuring all indoor lighting (track, display cases, open sign) is on during hours of operation. Note: This includes daylight hours.
- Turn on track lighting even in the daytime.
- Turn on outdoor lighting at dusk.
- Putting up and/or taking the down the open signs and flag.
- Unlocking and/or locking the doors.
- Shoveling snow, mowing lawn and sweeping walk as needed.
- Greet customers.
 - Tell them that we are a not-for-profit cooperative group of local artists.
 - Ask them what brings them into the gallery today
 - Ask them how they heard about the gallery. Later, record this information on the log.
- Gallery host should strive to create a warm, welcoming and professional environment for our customers. The following guidelines will help achieve this:
 - Keep noise to a minimum while customers are viewing the gallery
 - Tell customers your name and let them know where you will be if they have questions.
 - Present a professional appearance. The preferred dress for hosts is business casual or better. While jeans and dressy shorts are acceptable they should be free of holes, fraying and other signs of excessive wear.
- If you can't answer questions, write down the customer's name and phone number and pass the question on to the appropriate board member.

- Keep the gallery areas free of clutter. If you are working on your artwork, please do so in a tidy manner.
- Eating is not appropriate in the Gallery; please eat in the kitchen or upstairs.

Appendix 1

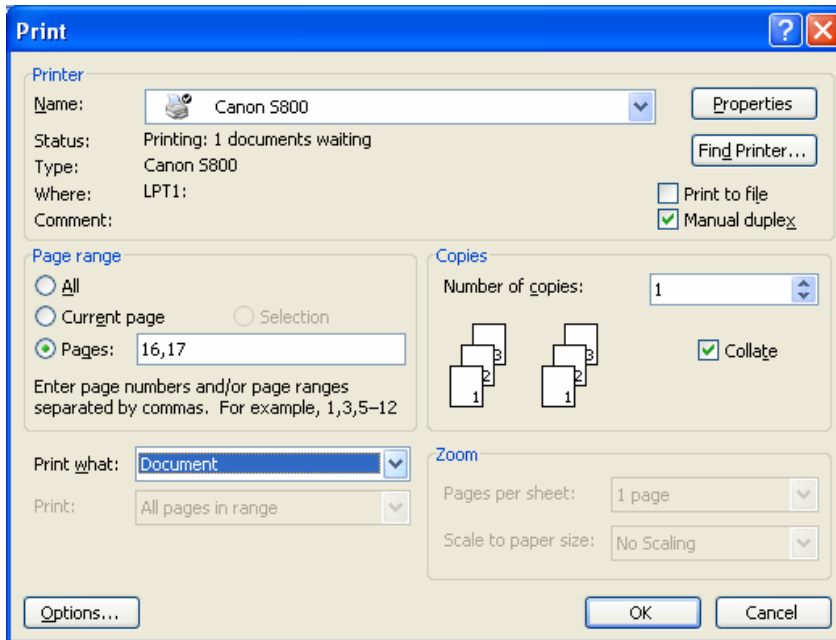
The following two pages are to be printed in duplex (printing on front and back of page).

On the file menu, click print.

In the Printer box check manual duplex.

In the Page range box enter the page numbers (separated by commas) to be printed.

Click OK.



Turn the page over side-for-side

Exhibit Agreement

Name:	
Address:	
City, State, Zip Code:	
Phone:	Email:

Requirements for displaying artists:

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- No artwork is to be rearranged by anyone except the gallery director or persons designated by the Gallery Director.
- Read and understand Gallery Host responsibilities outlined on the back of this form. _____
Artist's initials
- In general, displaying members are allowed two pieces of work to be on display at any given time. In all cases, space for all members who wish to display is the overriding criteria for how much space artist may utilize. The Gallery Director has final say on the number and size of pieces displayed.
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- Framing shall be completed consistent with the framing guidelines outlined on the back of this form. _____
Artist's initials
- All work shall be identified with your name, title of piece and price. A label of your own should be attached to the back of each two-dimensional piece, and applied to three-dimensional pieces in an appropriate location.
- All works shall be for sale unless otherwise agreed upon with the Gallery Director. The Antioch Fine Arts Foundation retains a 30% commission for all works sold.
- Artists are encouraged to self insure their work. Utmost care will be given to all works submitted, however, Antioch Fine Arts Foundation, Antioch Fine Arts Foundation Officers and Members and the Antioch Fine Arts Foundation Gallery will not be responsible for any loss or damage to any work submitted. Submission of work to this gallery constitutes agreement on the part of the artist to these conditions.

I understand and accept the provisions described above. My initials above indicate that I have read and understand the applicable sections on the back of this form. I agree to hold harmless the Antioch Fine Arts Foundation and its agents and the Antioch Fine Arts Foundation Gallery for any loss or damage to my work, and for any personal injuries sustained during the course of all shows.

Artist Signature:	Date:
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Gallery Director describe nature and duration of exemption(s) to above agreement:

Gallery Director Signature:	Date:

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- Writing up sales receipts.
- Wrapping and or bagging items sold as appropriate.
- Completing the shopping list when the last of something is used.
- Verifying the track and outdoor lighting is working. Replace bulbs or notify the Facilities Director if something is not working.
- Ensuring all indoor lighting (track, display case, open sign) is on during hours of operation.
Note: this includes daylight hours.
- Turn on outdoor lighting at dusk.
- Putting up and/or taking down the open signs and flag.
- Unlocking and/or locking the doors.
- Shoveling snow, mowing lawn and sweeping walk as needed.
- Greeting customers.
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- Mat and backing material should be acid free.
- Frames and mats shall be in new condition
- All pictures to be displayed on gallery walls shall be ready to hang.
 - Picture wire shall be used and wire ends shall be covered. Saw tooth, keyhole and loop type hangers are not allowed.
 - Picture wire shall not have more than one inch of slack at the center of its span.
 - Picture wire shall be located 1/3 of the way from the top of the picture.
 - Wall spacers (bumpers), when used, shall be non-marring (i.e. silicon or rubber).
- Any work to be included in a browse-box or print racks must be professionally presented; matted and covered with acetate or shrink wrapped.