

Nicola Valley Arts Council Summary of Volunteer Positions

The Arts Council has a variety of Volunteer positions that assist with the services and programs we provide to the community. We are searching for volunteers and here is a brief outline of the positions we are currently seeking to fill.

Board of Directors

The role of the Board of Directors for the Arts Council is to oversee the yearly operations of the Arts Council. The Board meets monthly and in addition to the monthly meeting, Board members attend an annual Strategic Planning Session and may sit on a variety of Committees. The Bylaws allow for up to 11 Directors.

Standing Committees and Specific Volunteer Positions Associated with those Committees

All Standing Committees will be chaired by a Director of the Arts Council

Chairpersons will be responsible for recruiting committee members, organizing meetings, assigning tasks, and reporting to the Board of Directors on the activities of that committee.

All committee chairs hold meetings at their discretion. Below is a list of all current active Standing Committees.

- **Communications (ComCom)**
 - Proofreaders
 - Newsletter editor and mailchimp broadcaster
 - Website manager
 - Newspaper clipper
 - Poster Design and Production
 - Press Release Writer
- **Constitution, Bylaws and Procedures Committee**
 - Policy Writers
- **Finance**
 - Fundraising Helpers:
 - Grant writers.
 - Event planners (often in conjunction with Programming Committee).
 - Assist Treasurer in budget preparation.
 - Research and implement financial practices to improve all aspects of financial recording and reporting.
 - Manage insurance policies.
 - Review program budgets before submitting to the Board for approval.
 - Recommend a Treasurer to the Board of Directors.
- **Membership**
 - Plan and Execute membership drives.
 - Plan and Execute membership renewal projects.
 - Volunteer at any events where new members may be recruited.
 - Maintain Membership list.
 - Maintain MailChimp list.

Music Advisory Committee (MAC)

- Is comprised of past Concert Committee Chairs and people who have had experience planning concert and festival events.
- It meets as needed to provide advice to Concert Committee Chairpersons.
- **Concert Chair** – Manages the production of at least one concert.
 - Submits program application to Music Advisory Committee for review and suggestions for revision, or advice on how to proceed.
 - Presents program applications to Board of Directors for approval to proceed as an Arts Council Program.
 - Selects, trains, and oversees a team.
 - Negotiates contract with performers/agents.
 - Submits periodic reports to Board of Directors as necessary
 - Makes all necessary arrangements pertaining to venue, procurement, ticket pricing and sales, ticket taking, seating, sound and light.
 - Submits cheque requisitions to the Treasurer for payments.
 - Submits post-program report including a financial report on the project, to Board of Directors.
 - May prepare or assist with preparing the yearly grant application for the BC Touring Council.
- **Arts Council Programming Committee** - has several sub-committees
 - **Program Application Form (PAF) Manager**
 - Reports to Programming Chairperson.
 - Responsible for sending application forms to people or groups looking to manage programs under the Arts Council umbrella.
 - Ensures Applications are properly labelled and complete before submitting to the Board for Approval.
 - Maintains a progress file on each Application to ensure all phases of an approved program are complete.
 - **Chairperson for each sub-committee**
 - *Gallery Committee:*
 - Recruit and train a team of volunteers.
 - Assist the Gallery Director with day-to-day operations of the Courthouse Arts Gallery, which can include installing art shows, delivering posters around town, selecting upcoming art gallery shows and gallery sitting.
 - *Gallery Policy Sub-Committee:* We have a Policy Review Committee for the Gallery and are always looking for individuals interested in working on ensuring that our work reflects our policies.
 - *Committee Member-* Meeting monthly, choosing artists for the following season and adding your opinion to committee matters.
 - *Art in the Park* - Annual events hosted on Canada Day (July 1st) and Indigenous People's Day (June 21st), featuring artists and interactive arts at Rotary Park in conjunction with Canada Day & Aboriginal Day Festivities
 - Prepare a budget and complete a post-program report.
 - Recruit and train a team of volunteers to
 - Select activities, procure supplies, set up tents, man the station and lead the activities, clean up and return materials and equipment.
 - *Art Walk* - Is a partnership with the Merritt & District Chamber of Commerce which matches Artists and Businesses together for the month

of July for a Show & Sale. We manage the Artist recruitment, collection of biographies and photos and wrap up event.

- Committee Volunteers meet to implement Art Walk.
- Prepare a budget, track volunteer hours and complete a post program report.
- Volunteer for set up/take down for event and assistance during the event.
- Artist Liaison to be the key point of contact for Artists, following up with artists through the duration of Art Walk, create information packages about the 'Meet the Artist' days.
- Writer to create write ups for all the Art Walk Artists to be posted on our website, the Chamber Website and shared on Social Media.

Misc. Volunteer Positions

We have a variety of positions that involve less commitment than the Board of Directors and the Committee Volunteers. These can be on-call positions or regular shifts if that appeals to you. Some of the positions include:

Gallery Attendant- As the title suggests the position would involve opening and closing the Art Gallery during our regular operating hours, greeting guests and providing some basic information about the show. Training would be provided.

Table Sitting at Events- We are always looking for individuals to set up and work at our information tables at the Concert Series shows or at other community events.

Poster Distribution – secure permission at various locations about town to mount posters in compliance with the owner/manager/merchant conditions at various locations. A list of places is provided.

Editor – we produce a monthly newsletter and need an editor to call for content, compile and prioritize newsclips, sometimes design the announcements, and publish the newsletter to the membership and interested parties, using MailChimp publishing client.

Proofreaders - If you enjoy editing we are always looking for someone with a keen eye to edit our Press Releases, Grant Applications and monthly newsletters.

Media Clipping Volunteers – Help us save our history - we need someone to clip out and add to our yearly scrapbook our information.

Event Volunteers – If you enjoy attending a variety of events, assisting with set-up/take-down and arranging displays we are always looking to add folks to our list of on-call/as-needed volunteers.

Piano Moving Volunteers – Cecilia Dyck, the manager of the Piano is looking for interested volunteers willing to learn how to move the piano from the storage room at the Merritt Civic Centre to locations within the Civic Centre. This is very much an as and when needed position. Cecilia will train you on how to move the piano. Piano is generally used 2-3 times a year for community events.

Social Media Volunteers – We need someone to manage our Facebook, Twitter and Instagram account, create events for our receptions and events, post photos from our Gallery shows, and generally spread the word online with our activities.

Website Volunteers – Do you have an interest in writing content for our website or assisting us in maintaining a website?

If you are interested in any of these positions or would like to sit down and discuss any of these opportunities please email us: nicolavalleyartscouncil@gmail.com.