

Federation of Canadian Artists – Central Okanagan Chapter (FCA-COC)

Clarification of Roles and Responsibilities of FCA-COC EXECUTIVE and BOARD OF DIRECTORS

Bylaws - Article 4 – Directors and Officers

4.1 The Board of Directors shall consist of the elected Executive Officers of the Society plus the Chairpersons appointed by the Board of Directors to standing Committees. The Board of Directors may also appoint to the Board, at their discretion, up to (2) Members-At-Large.

The Executive Committee is the President, First Vice-President, Second Vice-President, Treasurer and Secretary. They are elected and are responsible to conduct the business of the Society in emergencies and when the Board members are not available to meet.

The members of the Executive Committee have signing authority for banking purposes.

The Board of Directors is responsible for running the Society.

FCA-COC BOARD OF DIRECTORS

A. The Executive Committee:

1. President –
2. First Vice-President -
3. Second Vice-President -
4. Treasurer –
5. Secretary –

B. The Chairpersons:

1. FCA-COC Membership
2. FCA-COC Newsletter
3. FCA-COC Website Manager
4. FCA-COC Events Co-ordinator -
5. FCA-COC Shows and Exhibitions-
6. FCA-COC Workshops -
7. FCA-COC Social Director-
8. FCA-COC Advertising -
9. FCA-COC Art Venues -
10. FCA-COC Fundraising -

'FEDERATION OF CANADIAN ARTISTS'

CENTRAL OKANAGAN CHAPTER - EXECUTIVE & BOARD OF DIRECTORS

1. OFFICAL TITLE: FCA-COC Events Co-ordinator

2. OFFICIAL ROLE:
 - a. Voting Rights : Yes
 - b. Chairperson

3. List of Your Official Duties:
 - a. **Day to Day Responsibilities:** *(Fill out only those that are applicable to your role, including the tasks you perform at each monthly meeting.)*

 - b. **Official FCA-COC Documents:** *(Please list any paperwork that you have in your possession and/or any paperwork you are responsible for obtaining on behalf of the FCA-COC.)*

 - c. **Equipment/Supplies:** *(Please list **all FCA-COC purchased items** presently in your possession, and explain **how** and **when** these items are used during the orchestration of your official role.)*

 - d. **Sub-committee(s):** *(Please provide a breakdown of how the FCA-COC Membership is involved in order to help you complete your role.)*
 - A. **A Yearly Overview of all Events you are responsible for overseeing:**
(Please include types of participants; 'ball-park' budget for each event; event location, times; dates; timelines for tasks leading up to each event.)

 - B. **Any Future Goals/Recommendations you may have regarding this role.**