

'FEDERATION OF CANADIAN ARTISTS'

CENTRAL OKANAGAN CHAPTER - BOARD OF DIRECTORS

1. OFFICAL TITLE: Membership Chairperson

A. OFFICIAL ROLE:

To maintain the record of current members.

B. Voting Rights (circle one): Yes or No

(Circle one of the following)

Director

C. List of Your Official Duties:

- a. Maintain the roster of current members
- b. To send renewal reminders to members
- c. collect membership fees (which are given to the Treasurer to deposit)
- d. coordinate with the FCA to validate membership list (at the end of February each year)
- e. provide a list of Directors to the FCA (after the AGM each year)
- f. provide list of current members to other Directors
- g. to provide information about membership in the FCA and the FCA-COC to new and prospective members
- h. to assist members with issues logging in to the website
- i. Maintain two mailing lists on MailChimp; one for Newsletter Subscribers (which includes current members of the chapter) and one for chapter members
- j. Submit information to Art Avenue on the activities of the Chapter (once every two months)

D. Day to Day Responsibilities: *(Fill out only those that are applicable to your role.)*

a. A list of tasks you are doing at each monthly meeting:

- a. To provide a report on the current membership number and types at the meeting
- b. Report on the Newsletters published and the state of the mailing lists
- c. To provide information about membership in the FCA and the FCA-COC to new, existing and prospective members
- d. To record membership fee payments (which are given to the Treasurer to deposit)

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.)*

- a. The list of members exists in two electronic locations: the FCA-COC website; and an Excel spreadsheet on my home computer.
- b. Periodically this list is provided to the Directors
- c. The following forms are stored on both the website and on my home computer:
 - i. FCA-COC Membership Application Form
 - ii. FCA Active Status Application Form
- d. The receipt book for membership fees collected
- e. There is an account on MailChimp for the newsletter email list
 - i. Username: fcacoc@gmail.com
 - ii. Password: Cr3@t1ve

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.)*

E. 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.)

F. Any Future Goals/Recommendations you may have regarding this role.