

'FEDERATION OF CANADIAN ARTISTS'

CENTRAL OKANAGAN CHAPTER - BOARD OF DIRECTORS

1. **OFFICIAL TITLE:** Newsletter Editor

(See page one of this document for ideas or create your own that will be more accurate.)

A. OFFICIAL ROLE: Publish a monthly Newsletter for the Chapter

B. Supporting Role – reporting to the Membership Chairperson

C. List of Your Official Duties:

- a. Using MailChimp, send out a monthly Newsletter
- b. As required, send out information about events to Members

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

a. A list of tasks you do on a monthly basis:

- a. About 5 days before the end of the month, sent out an email requesting information about members shows or classes
- b. At the beginning of the month create a new Newsletter with the following:
 - i. Writeup on the previous month's meeting
 - ii. Information about the upcoming month's meeting
 - iii. Painting of the Month winner
 - iv. FCA-COC Workshops
 - v. Demonstrations
 - vi. Calls for Entries
 - vii. Art Shows (that members are in)
 - viii. Art Classes (member taught)
 - ix. Anything current in the chapter (shows, show winners, Plein Air events, special events, reports)

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. I rely on submissions from other Committees and from members to create the content for the newsletter

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.