

'FEDERATION OF CANADIAN ARTISTS'

CENTRAL OKANAGAN CHAPTER - EXECUTIVE & BOARD OF DIRECTORS

1. OFFICIAL TITLE: President

A. OFFICIAL ROLE:

B. Voting Rights: Yes Executive

C. List of Official Duties:

- Chairs meetings
- Provides a report on the affairs of the chapter
- Reports communication from the Federation
- Provide leadership, makes sure that the mandate of the Federation is followed
- Keeps membership informed with events, plans and opportunities with the Chapter and Federation
- Sees that the duties are covered for the functioning of the Chapter (delegates)
- Is available for Chapter functions such as openings and special events
- Signing officer for Chapter bank accounts
- Represents Chapter with the Federation
- Keeps the Chapter Resource Handbook and other manuals available to members and passes these on to next executive
- Sends out reminder letters of meetings to membership
- Books speakers/artists for meetings

D. Day to Day Responsibilities:

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

- a. Unlock the building, if necessary
- b. set up the agenda
- c. chair the meeting
- d. Greet the guest presenter. Make sure that they have what they need. Help them set up during the coffee break. Provide an intro/context for them. Thank them, give them their stipend
- e. close building, brief inspection for lost items, etc., lock up and turn off lights

b. Ongoing:

- a. Monitor the progress of other chair persons in order to be available to help if necessary and to provide a link/liaison between them if necessary.
- b. Communicate with the venue for monthly meetings

- c. **Official FCA-COC Documents:** I have a copy of the FCA documents that I printed out.
- d. **Equipment/Supplies:** none
- e. **Sub-committee(s):** none
- E. **A Yearly Overview of all Events you are responsible for overseeing:**
 - **Monthly meetings**
 - **Executive meetings**
 - **AGM**
- F. **Any Future Goals/Recommendations you may have regarding this role.**