

'FEDERATION OF CANADIAN ARTISTS'

CENTRAL OKANAGAN CHAPTER - EXECUTIVE & BOARD OF DIRECTORS

1. OFFICAL TITLE: SECOND VICE-PRESIDENT
2. OFFICIAL ROLE:
 - Voting Rights: Yes
 - Executive Committee Member
3. List of Your Official Duties and Day to Day Responsibilities:
 - A. A List of tasks being done:
 1. Looking after existing events:
 - a. Oasis Director
 - b. Art on the Avenue liaison
 - c. Marmalade Café Director of the event, on going
 - d. Looking for opportunity to find New events for the FCA COC (that may be annual or single event)
 2. Giving a Monthly report to Membership at meeting
4. Official FCA-COC Documents :
 - a. Contracts with Okanagan Collage for Oasis
 - b. Contracts with City of Kelowna for Art on the Avenue
 - c. Making sure paper work is done for Marmalade Café (by managing FCA representative of FCA COC)
5. Equipment/Supplies:
 - a. Some Grids
6. **Sub-committee(s):** *(Please provide a breakdown of how you are involving the FCA-COC Membership in order to help you complete your role.)*
 - a. In planning the events , sometimes sub- committees are formed (to better the event)
These could be short term or long.
 - b. Depending on the time of event, I would arrange someone to lead the event or help in assistance (when needed)
 - c. Helping with experience to the coordinator in any area of need (either physically or my realm of expertise)
 - d. Checking in with the persons to make sure event is going well. Or make changes if necessary
7. Yearly Overview of Events:
 - A. Oasis is the Main Event for FCA COC.
 - Budget is approx. \$8500.00
 - We have a wide variety of committees involved including: Budget writing;

Advertising/ print material; Symposium; artists booking; Booking the location (theatre and rooms); Gifts; VIP Packages; BBQ for VIP; Planning stay for Artists; Booking Gallery; Coordinating Volunteers (needed in both Symposium and Art Show).

B. ART ON THE AVENUE :

- *2nd year no budget Suppled by city of Kelowna*
- *Arranging volunteers*
- *Meetings with City of Kelowna in our responsibilities*
- *Spending time brain storming for ideas*

C. Marmalade Cat Café:

- *Volunteers need*
- *No budget needed....*
- *Making sure Marmalade is happy*
- *Also Lyndia from Kelowna Arts Council is happy*
- *Keeping tabs on quality control for FCA COC*

D. Plein air events for FCA-COC Members

- *four per summer*

E. 2017 only - Special Canada 150 celebration Activity (to be announced)

8. Future Goals/Recommendations you may have regarding this role.

**Planning to look for positive places for rental on workshops and also Oasis
Work towards innovative ideas to better enhance the sales of members art.
Be creative to encourage artist to be out in the community with the FCA COC
Be an encouragement to the executive and promote the Standards and direction
Of the FCA-COC .**