

# 'FEDERATION OF CANADIAN ARTISTS'

## CENTRAL OKANAGAN CHAPTER - BOARD OF DIRECTORS

1. OFFICIAL TITLE: Workshop Co-ordinator

A. OFFICIAL ROLE:

To Select and Organize Workshop Teachers for the FCA-COC membership

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

(Circle one of the following)

Executive Committee Member                      Chairperson Yes                      Director

C. List of Your Official Duties:

- a. Contact Artists for workshops and negotiate contract
- b. Calculate the workshop rate and numbers so that FCA makes a profit
- c. Arrange Venue for the workshop if it is not COSA (Shelley will be the contact person for COSA)
- d. Present choices for future workshops to the executive and members
- e. Send information on the workshops to Kit to set it up on the website
- f. Arrange for Treasurer to pay the Artist and Venue

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: Report on the status of workshops
- 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.)  
**Contract with Artists, receipts for payments**
- 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.) N/A
- d. Sub-committee(s): (Please provide a breakdown of how the FCA-COC Membership is involved in order to help you complete your role.) N/A

FCA-COC Members will express their choice for workshops and provide feedback on the workshop.

**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.)*

**I will need to arrange months in advance for any workshops and Co-Ordinate with OASIS artists for the workshops.**

**I start in September or October to contact possible artists for the OASIS event and should have them confirmed by end of December so there is time to Advertise OASIS in the January/February FCA Newsletter.**

**The OASIS artists will create interest for future workshops (by them ie Suzanne Northcott and Mike Svob were part of OASIS last year.)**

**I will aim to have a selection of workshops for the year following by the Fall of the current year.**

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