

Procedures Manual 2006 (Updated)

Leadership of the Artists Workshop Gallery will be through the Steering Committee. The steering committee meets at the discretion of the chairman or by a majority of the steering committee. The steering committee may include, but is not limited to, the following:

Chairman: Presides over all meetings and directs all business; appoints and guides all steering committee functions.

Co-Chairman: Assists the Chairman in duties, presides in absence of the chairman, and maintains current working calendar.

Secretary: Keeps accurate minutes of all meetings which are then reported monthly; maintains current list of members in order to call roll prior to each meeting; updates telephone list as necessary.

Treasurer: Maintains accurate financial records, collects dues and commissions, makes payouts and reports current financial status at monthly meetings.

In addition to the Steering Committee, the following committee members are elected each year:

Curator(s): Every two months approves art work and oversees hanging of the pictures in the gallery. Assures that pictures on upper tier are changed every six months. (Refer to By-Laws – They can reject paintings.)

Publicity: Attends quarterly meetings of the Gallery Guide Association and reports back to the Artists Workshop Gallery. Provides information for the Gallery Guide. (Featured artists are responsible for providing information to the local newspaper.) Participates in marketing strategies as developed by the steering committee. Provides articles pertaining to the workshops or artists to the Historian/Archivist. Maintains Gallery's website to include featured artists, work calendar, minutes (received from Secretary) and updated showcases. Adds and deletes artists as membership changes. Webmaster will place photographs of original art on the website. Number of pieces will be dictated by space available.

Sunshine: Sends cards to members and or families during illness or bereavement.

Membership Selection Committee: Maintains applications for membership, copies of bylaws. Orders keys and name pins for new members. Maintains membership book of biographies. Judges the work of applicants and accepts or rejects them for membership. Notifies new members of their status.

Historian/Archivist: Keeps current records in the scrapbook of the Artists Workshop activities, such as featured artists, and any publicity concerning members of the workshop.

Housekeeping - Supplies: Purchases cleaning supplies, light bulbs, Gallery Walk supplies (napkins, cups, paper plates, etc.).

Maintenance: Maintains lighting, panels for hanging artwork, and performs minor maintenance duties.

Additional procedures:

In order to hose down the front walk when necessary, you must get the key from the Christian Science Reading Room next door.

Work Requirements: Two days per month and find own replacement if unable to work. Place a check by your name on the chart. Work hours are from 10 am to 4 pm (11 am to 5 pm Memorial Day through Labor Day). Expected to work the entire day unless arrangements are made with work partner. Cannot be third person working unless all days for the month have at least two people signed up.

Leaves of absence: Must apply in writing to Chairman and Co-Chairman. Pay dues during absence. May exhibit art work during first three months but must arrange for change-out. May not exhibit art work during second three months. After six months total will be removed from roll and must re-apply to become member in good standing.

Opening procedures: Place flag and signs outside. Turn on lights. Turn off "night" spot lights. Set thermostat to daytime temperature. Place "Open" sign on door. Perform work duties for day of the week. Check off work fulfilled. Check for messages on answering machine and follow instructions posted by phone.

Lock Box procedure: Each day one artist on duty should count the money in the lock box (used for change only). If the money is depleted during the day, one artist should procure the correct change from the bank and return it to the lock box. The artist should sign and date the count on the sheet maintained in the lock box.

Closing procedures: Set thermostat to proper temperature. Bring in flag and signs. Place "Closed" sign on door. Turn off overhead lights. Turn on "night" spot lights. Call next day workers.

Card sales: Each artist is expected to donate 15% of proceeds from sales of all cards with the exception of postcards. When cards are sold, the money should

be placed in the lock box with no envelope. The sale, including the name of the providing artist, should be recorded on the list in the back room. For the sale of postcards, the sale should be recorded on the list, but it is not necessary to record the name of the providing artist. Money for the sale of postcards should be placed in the lock box with no envelope.

Changing Large Paintings (hanging overhead): Large paintings will be changed at the January and July meetings. The curators will compile a list of members interested in hanging large paintings. Members who have not had a painting hanging prior to the change-out will be given priority on the list. If additional space exists, those members who have had paintings overhead will be allowed to hang a new painting. Large paintings will not hang longer than six months.

Updated: June 30, 2006