

# Roles/Responsibilities

## A Place for the Arts

### Background

A Place for the Arts is a cooperative. An Executive Group is elected, or otherwise named annually at the AGM and assigned responsibility for making operational decisions throughout the year. This document clarifies how the Executive is structured, roles/responsibilities for each portfolio, and additional member engagement opportunities.

### Structure



## Executive Positions

Position	Roles/Responsibilities	Related Opportunities
Chair	<ul style="list-style-type: none"> <li>• primary spokesperson for APFTA</li> <li>• prepare for and chair Executive Meetings (and AGM)</li> <li>• represent APFTA/liaison with related organizations (AAC, AGB, DBIA, Chamber of Commerce, etc.)</li> <li>• ensure compliance and timely activity related to organizational obligations (By-Laws, reporting, lease)</li> <li>• monitor Committee activities to ensure alignment with member-approved strategic directions</li> <li>• liaison with landlord</li> <li>• Board renewal – recruitment of new officers</li> <li>• ex-officio member of all APFTA committees</li> </ul>	
Treasurer	<ul style="list-style-type: none"> <li>• manages APFTA bank accounts/activity</li> <li>• coordinates development of annual budget</li> <li>• accounting and book-keeping (at least monthly)</li> <li>• monthly financial statements (compared to budget)</li> <li>• year-end financial report to members</li> <li>• anticipated expense and cash flow monitoring - advising Executive of any related concerns</li> <li>• ensure all financial responsibilities met (rent, utilities, payments to artists, memberships, etc.)</li> </ul>	<p><b>Gallery Administrator –</b></p> <p>Ensures that Gallery is properly supplied, assists Treasurer in handling of transactions, prepares monthly summaries of gallery activity (see attachment 1 for more detail about responsibilities)</p>
Secretary	<ul style="list-style-type: none"> <li>• support Chair in preparing and distributing agendas</li> <li>• prepare minutes of Executive meetings and AGM</li> <li>• coordinate incoming communications (email, mail, etc.) to ensure appropriate distribution and response</li> <li>• maintain up-to-date membership information and distribution lists – contact information for all members, stakeholders</li> <li>• assists Chair in ensuring that all organizational obligations are addressed in a timely manner.</li> </ul>	
Member Engagement Director (MED)	<ul style="list-style-type: none"> <li>• coordinates recruitment of new members and makes related recommendations to Executive</li> <li>• supports Secretary in maintenance of member information and distribution lists</li> <li>• motivates members to meet their volunteer obligations to the cooperative – matching skills to required roles/tasks</li> <li>• ensures appropriate activity on APFTA Members Facebook page to keep members informed and motivated</li> <li>• coordinates hanging/installation activity ensuring equitable treatment for all members – schedule, guidelines, team, labels, inventory sheets, etc.</li> <li>• training for Gallery Hosts</li> <li>• promotes and coordinates Annex rentals</li> <li>• ensures adequate support for special events involving members (e.g. Winter Art Market)</li> <li>• promotes and manages studio memberships</li> </ul>	<p><b>Gallery Host Coordinator –</b></p> <p>schedules members to ensure a host is available on all opening days</p> <p><b>Gallery Host Trainers –</b> shows new members how to host their volunteer day at APFTA (responsibilities, procedures)</p> <p><b>Hanging/Installation Coordinator –</b> directs individual hanging days to ensure professional presentation</p> <p><b>Special Event Coordinators –</b> under direction of MED, coordinates all event management</p>

Position	Roles/Responsibilities	Related Opportunities
	<ul style="list-style-type: none"> <li>recommends composition/membership on Adjudication/Curatorial Panel to Executive</li> </ul>	<p>activities for a single event (e.g. Winter Market, Classes)</p> <p>Annex Coordinator – helps allocate annex shows and follows through on operational details after months have been assigned (see attachment 2 for more detail)</p> <p>Curatorial Coordinator – adjudication input related to new member appointments and allocation of Annex space to ensure quality presentations</p>
Facilities Director	<ul style="list-style-type: none"> <li>prepares guidelines and supplies so that members sitting the shop understand their gallery opening/closing and daily cleaning/maintenance responsibilities</li> <li>organizes weekly cleaning/maintenance teams</li> <li>regular walk throughs to identify and attend to any facility related problems, repairs and risks</li> <li>project management of any major facility improvements (e.g. lighting, displays, wall patching/painting, etc.)</li> <li>advises Chair if landlord needs to be involved in any decisions and/or activities.</li> </ul>	<p>Maintenance Team</p> <p>Project Teams</p>
Marketing and Communications Director (MCD)	<ul style="list-style-type: none"> <li>develops an overall strategy for internal and external communications for Executive review/approval</li> <li>works with a team to coordinate all marketing and communications activity related to above strategy, events, changeovers, general public relations – website management, FB, Instagram, posters/flyers</li> </ul>	<p>Website Manager</p> <p>Social Media Coordinator</p> <p>Graphic Designer</p> <p>Newsletter Editor</p>

## Attachment 1: Gallery Administrator

- ensuring that the Gallery office space has all the required forms (membership, daily log, artist inventory, etc.) and tools (receipt books, envelopes, staples, Square, etc.)
- ensuring that wrapping, tape, paper bags for cards, APFTA business cards and stickers are available for sales
- working with Host Trainer to keep instructions up to date and clear
- delivery of daily receipts/sales envelopes to Treasurer on Monday or Tuesday of each week
- assist Treasurer with banking as required
- check mail once per week
- prepare monthly summary of Gallery visitation, sales and artist payments
- monitor Gallery Host recruitment – assist Ed as required.
- Keep an eye on the cleaning and bathroom supplies and ask the members via the APFTA Artists page to bring in whatever we are running low on.
- Set up and manage a separate Petty Cash box primarily for the Gallery Administrator use in purchasing necessary supplies.

## Attachment 2: Annex Coordinator

- proactive in soliciting artists (current members and others) to apply for annex shows
- works with Curatorial Director to prepare an annual allocation recommendation for Executive consideration – identifying optimal artists (individual or groups) and assigning appropriate months/time slots
- works with Hanging Coordinator to develop display/installation guidelines
- prepares and executes contracts with each selected artist/group (space available, installation/removal times, hanging guidelines, etc.)
- works with booked artists on advertising and promotion (e.g. poster design, social media posts, local media placement)
- printing and display of posters, etc.
- monitoring sales and ensuring related payments (work with Treasurer on either e-transfer or cheque mailing).