**Chair**

The Chair is the leading member of the Society and much depends on their example and initiative. The Chair may attract wide attention and probably be regarded as representing the society in the neighbourhood. The Chair should be aware that the whole Society may be judged on their own integrity,

The Chair must ensure that Committee meetings are conducted with dignity, start punctually and are not unduly protracted.

The Chair will be careful to maintain high standards in the programme of demonstrations and lectures offered by the society.

**Vice Chair**

The Vice Chair is responsible for the day-to-day management of the Society. The Vice Chair acts as the administrator of the Society and supports the Chairman in the management of all meetings and other events. The smooth operation of the Society reflects greatly on the application, efficiency and wisdom of the Secretary.

The promotion of the two annual exhibitions should be the Chairman’s special concern.

**Honorary Secretary**

The role of Honorary Secretary is one of the most onerous yet rewarding in the Committee. The Honorary Secretary must be able to follow and record the essence of discussions.

The Secretary is ex officio a member of all committees and sub committees.

As administrator of the Committee the Secretary shall each month consult the Programme Schedule and:

* Give 7 days’ notice of Committee meetings, events and demonstrations, to include
* Date, time and place.
* Agenda for the meeting and details of any special matters to be considered.
* Publish the name of any candidates for election.
* Request nominations as appropriate.
* Read at Committee any correspondence and take instruction on dealing with it.
* Advise at Committee details of any forthcoming meetings, events including social functions or demonstrations.
* Issue notes of Committee meetings within 7 days of the meeting.
* Send to all digital members the annual programme prepared by the Programme Secretary.

**Membership Secretary**

The role of the Membership Secretary is also onerous. The Membership Secretary has to maintain in proper order the membership particulars and records, other than financial, of the Society and Committee. On being notified of any change to a member’s data, they shall notify the Chairman, Treasurer, Newsletter Editor and other Committee members as shall be deemed appropriate.

The Membership Secretary shall be the designated person to operate the Society’s EGDP policy and shall be responsible for ensuring that it is kept up to date with any changes in the law.

The Membership Secretary receives subscription forms and cheques and issues reminders as necessary to members in arrears.

The Membership Secretary shall each month send the Membership Database to those members of the Committee who need to contact members.

At Committee meetings the Membership Secretary shall give details of the current numerical strength and membership categories of the Society.

The Membership Secretary shall carry out other duties in relationship to membership as directed by the Committee.

**Programme Secretary**

The role of the Programme Secretary is to plan an interesting and varied programme for the Society including talks, demonstrations and workshops.

The Programme Secretary shall prepare the annual programme card which is issued each January covering all booked Society events for the coming year. There is a standard template (Philip Wilkinson has this and is willing to assist) and the programme must be approved by the Chairman and Committee before being sent to the Society printer, NJM in Merrow. The annual programme is also posted on the website by the web master

There is an average of nine demonstrations held monthly between September and May. Two or three workshops are also arranged between times and possible outings.

The Programme Secretary shall research suitable artists and speakers online, in magazines and at exhibitions. The Programme Secretary shall have membership of Guildford Arts Society paid for by GAS and attend the exhibitions at Clyde and Co.

The Programme Secretary shall contact the artists and speakers and arranges mutually convenient dates to suit both them and St Catherine’s Village Hall. The Programme Secretary shall book the hall through Eric Thorniley who manages St Catherine’s, trying to arrange meetings for the second Saturday of the month avoiding public holidays.

The Programme Secretary should hold the key to the Hall, open up and ensure that the visiting artist or speaker is welcomed, introduced and thanked at the end of the event.

The Programme Secretary shall ensure that they are paid their fees by BACS or cheque. The Treasurer should be informed about demonstrator fees.

(Eric voluntarily helps to set up the projection and tidies up equipment. He must be always thanked and given a voucher at Xmas).

**Honorary Treasurer**

The Honorary Treasurer is required to control the Society’s funds and to maintain its financial records. Whilst it is not necessary to have professional accounting qualifications, a good understanding of accounting principles is needed, together with the ability to maintain accurate and complete financial records and the knowledge to provide accurate and timely reports to the Committee.

The Honorary Treasurer pays the demonstrators and reimburses committee expenses on receipt of an invoice.

The Honorary Treasurer receives the subscriptions by cheques, standing orders or by BACS.

The Honorary Treasurer shall:

* Collect all monies due and settle liabilities promptly.
* Maintain an accurate record of every transaction.
* Prepare an annual income and expenditure budget and present this to the Committee for approval no later than the meeting to plan the Spring Exhibition each year.
* Report to each Committee meeting on the financial position of the Society, particularly in relation to the budget.
* Report at each Committee meeting on unpaid subscriptions and advise on appropriate action to collect, or, in some circumstances, to waive them.
* Maintain effective control of the Society’s bank account and ensure compliance with any rules in relation to authorised signatories.
* Keep effective control of any funds relating to a Society event which creates income or incurs expenditure.
* Arrange for an annual audit of the financial records and for the preparation of audited accounts for approval at the AGM in March and prepare a large balance sheet which is shown at the back of the hall.

Reports to Committee should contain as a minimum:

* The Society’s bank balance and amounts owing and owed.
* The surplus or deficit of recent events.
* A statement of whether the Society is keeping within its budget.

A more detailed statement should be given annually or when significant matters should be reported to the Society.

The annual accounts should conform to a standard layout to comprise an Income & Expenditure Account, showing overall surplus or deficit for the year and a Balance Sheet showing the financial position of the Society at the end of the financial year. In both cases, the previous year’s figures should be shown for comparison. The financial year runs from January to December.

The Income & Expenditure Account should include details of:

* Subscriptions and enrolment fees received.
* The surplus or deficit on exhibitions.
* The surplus or deficit on demonstrations, workshops or social events – the more significant events should be shown separately.
* Other income, if applicable.
* Expenditure should be organised by the main types, e.g. hire charges, posters a, printing and postage.
* The overall surplus or deficit for the year should be shown prominently.

The Balance Sheet should include as a minimum of detail:

* Any cash or bonds held.
* The bank balance if in credit.
* Monies due but not received (Debtors).
* Any money owed (Creditors).
* Any payments made e.g. deposits for events occurring at a later date.
* Any cash received in advance.

**Exhibition Co-ordinator**

The Exhibition Co-ordinator is required to organise the Society’s two annual exhibitions in the Spring and Autumn and interim Pop-Up exhibitions. The Exhibition Co-ordinator is required to co-ordinate a group of members to run the Pop-up Exhibitions. Tasks include:

* Arranging suitable dates and booking the venue, publicising the event through social media, leaflets, banners and balloons!
* Arranging a steward’s rota with the exhibitors.
* Liaising with the Honorary Secretary to Circulate the details and times of the event digitally and on social media to the members.
* Notifying artist winners of any awards.
* Should a lottery of public preferences be held and an artwork offered as a prize, notifying the winner of their prize.
* Produce a cost and revenue analysis of each event, agreed with the Treasurer and published to the Committee.

On the day,

* Preparing the venue and setting up a reception table, banners and notices.
* Receiving work and collecting entry fees.
* Setting up iZettle (the Society’s payment system) for any sales. Writing receipts.
* Making sure that artists are paid and any donations for Pop Up events are made.
* Ensuring that unsold work is collected and the venue left in good order.

Specific preparatory duties include:

* Liaising with the landlord.
* To establish security arrangements.
* to ensure that the means of escape are adequate and evacuation procedures are understood.
* demonstrate that the Society has the requisite third-party insurances.
* satisfy the landlord that a proper risk assessment has been carried out and a health and safety plan is available.
* Ensuring that the venue is adequately sized for the scale of the exhibition envisaged.
* Ensuring that displays systems are available in sufficient quantity for the paintings, print browsers, ceramics, sculptures and craft displays.
* With the help of others, organising the Private Views of the exhibitions and:
	+ Invite a VIP or Patron to open the exhibition.
	+ Estimate the numbers of VIPs, Patrons, exhibitors and guests likely to attend and accordingly arrange for cloakroom facilities, seating and catering arrangements are in place to cater for them.

**Social Media Administrator, Publicity Coordinator and Newsletter Editor**

The Social Media Administrator, Publicity Coordinator and Newsletter Editor shall be appointed annually by the Committee to:

* Publicise as appropriate the Society’s activities and events in print, online social and broadcast media. (e.g. Eagle, BBC South etc.)
* Publicise the Society and its aims with a view to preparing a receptive audience for recruitment of artists and craftspeople.
* Liaise with local higher and secondary education establishments (e.g. Surrey University) and Arts organisations to enable them to see the benefits of the Society.
* Edit and prepare artwork and articles for incorporation into the Society’s Newsletter and ensuring their timely distribution to members, patrons, and sponsors.

Tasks include:

* Obtaining from members and sponsors copy for inclusion in the Newsletter.
* Establishing standards for the guidance of members and preparing graphics and text for publication on the website and in the Newsletter.
* Preparation of flyers for postal, digital and hand distribution.
* Obtaining quotations where necessary, placing orders and agreeing timing for the printing of publicity material and flyers.
* Collecting and posting hard copies of the Newsletter and simultaneous publication of the Newsletter on the Society’s website.
* Electronic distribution of the Newsletter to members.
* Liaising with local authorities and landowners for the placing of posters and signage.
* Obtaining quotations and placing orders from other organisations (e.g. the AA) for the placement of additional signs.

**Webmaster**

The Webmaster is responsible for making the GAS site easy to use, attractive and secure.

 The Webmaster therefore should have knowledge of web analytics and SEO and to possess

familiarity with web standards as well as a working knowledge of website management tools.

Responsibilities include:

* Building functional and easy-to-use website.
* Testing website across browsers, operating systems and devices.
* Ensuring site security by setting up firewalls and login pages.
* Ensure our GDPR policies are observed on the website and linked other applications
* Optimising loading speeds and capacity and receive and address user complaints
* Editing content text and images to fit the web pages, debugging pages and fix broken links or images.
* Updating and editing website content for desktop computers, PCs, laptops and mobile telephones which usually have different screens, and review SEO.
* Monitoring and analysing site performance (e.g. traffic, conversions)