

Representative(s) Director(s). You may nominate 2 individuals for this position however he/she must be a current Representative for a current member art group:

Name	Phone or Email	Art Group
_____	_____	_____
_____	_____	_____

In addition to Board positions, the Arizona Art Alliance has created positions to assist the Board members. These individuals may attend Board meetings but are not voting members. Tasks would be supervised and assigned by the Officer or Director in the position. Please nominate qualified individuals for any of the assistant positions below.

Assistant to Secretary: Name: _____

Phone or Email: _____

Assistant to Treasurer: Name: _____

Phone or Email: _____

Assistant to Grants Director: Name: _____

Phone or Email: _____

Assistant to Show Director: Name: _____

Phone or Email: _____

Assistant to Outreach Director: Name: _____

Phone or Email: _____

Assistant to Jury Director: Name: _____

Phone or Email: _____

Assistant to Marketing Director: Name: _____

Phone or Email: _____

Assistant to Volunteer Director: Name: _____

Phone or Email: _____

COMPLETE AND RETURN THESE TWO FORMS WITH YOUR NOMINATIONS PRIOR TO JANUARY 15, 2010 TO: barbhurley@azartalliance.com or mail it to the Arizona Art Alliance, 10810 N. Tatum Blvd. #102-264, Phoenix, AZ 85028

VOLUNTEER JOB DESCRIPTIONS

OFFICER - PRESIDENT

- a. The President will preside over all proceedings. The President may appoint the Vice President or another Officer to preside in his/her place when necessary.
- b. The President is responsible for providing direction and oversight to the other Officers, Committee Directors, paid Executive Director (if hired) and paid consultants that are not supervised by a Committee Director or a paid staff position.
- c. The President, along with the Treasurer, shall authorize all payments pertaining to the organization. The President shall have the option to appoint additional Board members with majority approval of existing Board.
- d. The President will represent the Board at all formal functions within the community. The President may appoint another officer or member of the Board of Directors to attend formal functions in his/her place when necessary.

OFFICERS - VICE PRESIDENT(S)

- a. The Vice President will review all applications of new memberships and prepare all documents for the Board to properly consider any prospective application.
- b. The Vice-President may be asked to preside in meetings and make financial and/or programmatic decisions on behalf of the organization.

SECRETARY

- a. The Secretary will take the minutes at all Board meetings and distribute them to all Board members.
- b. If the Secretary is unable to be present, the Secretary will appoint someone to take his/her place.
- c. The Secretary will notify all Board members of scheduled meetings.
- d. The Secretary may be assigned other duties in the absence of paid organizational staff (e.g. check phone messages, mail show invitations, keep organizational forms up to date, prepare Board meeting agendas, etc.)

TREASURER

- a. The Treasurer will be responsible for all deposits and withdrawals of Arizona Art Alliance
- b. The Treasurer will be responsible for all Art Show finances.
- c. The Treasurer will keep proper records of all activities of funds so that the Board can make proper decisions.
- d. The Treasurer will obtain a review by a licensed CPA.
- e. All financial transactions (checks or credit card charges) exceeding \$1,000 each will be signed by two officers.
- f. The Treasurer may be assigned other duties in the absence of paid organizational staff (e.g. signing key documents certifying tax, revenue & expenditures for the organization)

COMMITTEE DIRECTORS

- a. Directors may be appointed by the Board President to oversee critical functions of the organization.
- b. Directors shall participate as part of the Board of Directors.
- c. Directors may utilize volunteers or paid consultants to carry out specific functions, with approval of the Board President. These individuals are not part of the Board of Directors but may be invited to attend Board meetings to provide input on specific projects/activities or to report on the progress of specific projects/activities.
- d. Directors may be needed in the following areas. More than one Director may be appointed in each area.

COMMUNITY OUTREACH DIRECTOR

- a. Provide general direction and oversight to the Program Leaders
- b. Coordinate distribution of donated supplies or funding to the Outreach Programs
- c. Assist with identification of new programs or opportunities for expansion
- d. Collect periodic qualitative and quantitative data from the Outreach Program leaders and report information at least twice a year at Board meetings.

SHOWS AND SPECIAL EVENTS DIRECTOR

- a. Provide general direction and oversight to the Show Committee.
- b. Secure a minimum of two sites annually for purposes of conducting major art shows that will provide sale opportunities for juried artists
- c. Determine layout and design of the show (panels, space, tents, etc)
- d. Recruit paid and/or volunteer workers to set-up, take-down and help run the show
- e. Provide general oversight for assuring the success of each art show event.

SPONSORSHIP DIRECTOR

- a. Identify and recruit corporate, retail and other types of business sponsors for direct funding, advertising or joint partnership projects.

MARKETING DIRECTOR

- a. Develop a marketing strategy with input from the Board of Directors and in concert with the Strategic Plan and Business Plan.
- b. Publicize all events and activities with input from the Board of Directors.
- c. Provide oversight and/or supervision to other volunteers performing marketing and advertising activities.

GRANTS DIRECTOR

- a. Utilize various resources to identify potential funding sources that would support general operations, strategic goals and special projects.
- b. Develop formats for letters and proposals to use for different funding request approaches, e.g. new charitable organizations, private independent foundations, etc.
- c. When funding is received, track distribution and use of funds
- d. Collect and report data on funding received in accordance with grantor requirements
- e. Provide oversight/supervision to other volunteers assisting with the grant writing process.

JURY DIRECTOR

- a. Supervise/oversee the jury process used to evaluate the quality of art work produced by member artists who wish to achieve "juried" status.
- b. Identify and utilize qualified volunteers
- c. Develop and communicate a schedule for jurying art work throughout the year

ELECTRONIC MEDIA DIRECTOR

- a. Supervises and oversees the Alliance Website and all electronic media, to be an informative and vital source of information about the Arizona Art Alliance, its objectives, its organizational makeup and its community art events and programs
- b. Obtain, provide and utilize traffic developing, monitoring and reporting tools.

VOLUNTEER DIRECTOR

- a. Track and record all the hours of time donated by volunteers, including hours of time provided by artists participating in AAA sponsored art exhibits.

REPRESENTATIVE DIRECTOR(S)

- a. Attend monthly Board Meetings to represent the interests of the membership base in decisions effecting Active Member organizations.
- b. Actively communicate with each of the Representatives on important issues