

Artist's Studio Association (ASA) - Board Member Titles and Duties

President:

- Oversee all operations of the organization; work with Board members to make sure day-to-day activities are running smoothly.
- Act as primary contact for the organization, with members as well as outside organizations
- Prepare agendas and preside at board meetings and special meetings as needed.

Vice President:

- Assume and perform the duties and responsibilities of the President during the President's absence.
- Oversee and be in charge of any special projects or committees as delegated by the board

Treasurer:

- Work with outside accountancy to ensure timely payment of financial obligations (e.g. taxes, bills for utilities, services, building maintenance, art and office supplies, loan payments, instructor pay for classes, artist's pay for sales and reimbursement for ongoing operating expenses)
- Provide and maintain full and complete records of all funds, securities, and other valuable assets of the organization.

Secretary:

- Record and publish board and special meeting minutes.
- Maintain current membership list, and all files, records and other important papers for the organization.
- Inform members of events and distribute information as necessary

Member At Large:

- Oversee and be in charge of any special projects or committees as delegated by the board

Generally, board members are expected to remain flexible and be ready to contribute in whatever capacity that is needed to help keep things running smoothly. Typically, as new board members are named, the new board will meet and agree on a division of responsibilities that best fit individual member capabilities, interests and available time.

Shared responsibilities of ASA Board members:

- Prepare for and attend board, special and general member meetings
- Manage the lease agreement process with tenants in the building

- Establish officers and or committees to ensure routine tasks are regularly completed.
 - Marketing and Communications (Web, social media, press releases, etc.)
 - Class planning and management (instructor recruiting, class scheduling, communications, etc)
 - Fundraising and Community Involvement (grants, special events, etc)
 - Membership (special drives, annual mailers, regular updates, etc)
 - Art Displays (regular display changes, member art show/s, etc.)
 - Building and property management (regular maintenance of studio, office and storage areas, building and grounds, repairs, improvements, etc)
 - Supplies and Inventory (art, office, kitchen and bathroom supplies)

These tasks are currently being done by one or more current board members but may be delegated to non-board members as possible. The more shared responsibility and member involvement we can achieve, the better.