**President**

The President’s role is Honorary. The President may be approved by the Committee from time to time. The President may represent the Society when it is considered by the Committee to be appropriate to do so. The President may attend Committee Meetings at their discretion.

**Chairperson**

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

The Chairperson must ensure that Committee meetings are planned and happen regularly, are conducted with dignity, start punctually and are not unduly protracted.

**Vice Chairperson**

In the absence of the Chairperson, they deputise for the management of all meetings and other events.

**Secretary**

The smooth operation of the Society reflects greatly on the application, efficiency and wisdom of the Secretary.

The 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 and may be invited to attend and minute all official meetings.

As administrator of the Committee the Secretary shall each month consult the Society’s schedule of events, operations and Programme 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 external 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 and correct order the membership particulars and fee payment records, and inform the Society and Committee about membership levels, changes and progress over time. On being notified of any change to a member’s data, the Membership Secretary shall notify the Chairman, Treasurer, Publicity Secretary and other Committee members as shall be deemed appropriate.

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

The Membership Secretary receives subscriptions as cheques, credit cards, standing orders or by BACS, 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. Alternatively digital read-only access to the Members’ Database will be given to those Committee Members who need it to carry out their duties. For example, the Secretary may need such access to obtain the email addresses of members.

At Committee meetings the Membership Secretary shall:

* Give details of the current numerical strength and membership categories of the Society and changes over time.
* Report on unpaid subscriptions and advise on appropriate action to collect, or, in some circumstances, to waive them.

The Membership Secretary shall carry out other duties in relationship to membership as directed by the Committee. For example, keeping application to join the Society forms up to date and making them available digitally through the website for prospective members and available on the front desk at exhibitions and events. Membership renewal forms will be maintained in the same way.

**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 be careful to maintain high standards in the programme of demonstrations and lectures offered by the society. The objective is to have a rolling annual programme arranged.

The Programme Secretary shall prepare the rolling annual programme which is issued each January covering all booked Society events for the coming calendar year. The annual programme is also posted on the website by the Web Master and so are any updates to it and events already scheduled for the following calendar year.

There are 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 on line, in magazines and at exhibitions. The Programme Secretary shall have membership of Guildford Arts Society paid for by GAS and attend the exhibitions at The Guildford Institute.

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 Village Hall, trying to arrange meetings for the second Saturday of the month avoiding public holidays. (Eric voluntarily helps to set up the projection and tidies up equipment. He must be always thanked and given a voucher at Xmas).

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 demonstrators are paid their fees by BACS or cheque. The Treasurer should be informed about demonstrator fees.

At the end of the event the Programme Secretary shall ensure the venue is left with furniture tidied away, windows closed, and the heating and lighting turned off.

**Treasurer**

TheTreasurer 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 Treasurer advises the Committee on whether or not proposed expenditure threatens the Society’s stability as a non-profit financial organisation. Committee members organising events will review their budgets, expenditures and predicted incomes with the Treasurer at appropriate times to obtain advice or because the Treasurer requests this.

The Treasurer advises the Committee on the relevant levels for the next annual membership fees at least a month before the collection process begins.

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

The Treasurer pays Members who have sold works at a Society exhibition on receipt of an Izettle invoice.

The Treasurer shall:

* Ensure that all monies due are collected 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.
* Maintain effective control of the Society’s bank account and ensure compliance with any rules in relation to authorised signatories.
* Other Committee Members may be given read-only access to the Society’s bank accounts by the Treasurer. For example, the Membership Secretary whilst pursuing payments needs to check our bank account to check that subscription fees have been paid online.
* Keep effective control of any funds relating to a Society event which creates income or incurs expenditure.
* Arrange for an annual review of the financial records and for the preparation of reviewed accounts for approval at the AGM 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 Balance Sheet should include details of:

* Subscriptions and enrolment fees received.
* 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.
* 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.

**Exhibition Co-ordinator**

The Exhibition Co-ordinator is required to organise the Society’s annual exhibitions 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:

* Ensuring that the venue is adequately sized to accommodate 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.
* Preparing and sending out calling papers for exhibition to Members.
* Liaising with the Secretary and Social Media Administrator to circulate the details and times of the event digitally and on social media to the members.
* Contact award givers to ensure they still wish to continue and invite them to attend at a specific time to choose the award-winning work.
* Arrange Private views to open exhibitions.
* Uploading entries onto master spreadsheet.
* Circulating the details and times of the event via email, on social media and on our website to our members and the public.
* With the help of others, arrange risk assessment and preparation of a Health and Safety Plan for showing events and exhibitions.

Specific preparatory duties include:

* Liaising with the landlord

o To establish security arrangements;

o To ensure that the means of escape are adequate and evacuation procedures are understood;

o Demonstrate to the landlord that the Society has the requisite third-party insurances.

* Ensuring that the venue is adequately sized to accommodate 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.
* With the help of others ensure that power for lighting is adequate for the display stands and is safely transferred thereto.
* With the help of others arrange liaison with local authorities and landowners six months in advance for the placing of posters and signage.
* With the help of others arrange for obtaining quotations and placing orders from other organisations (e.g., the AA) for the placement of additional signs.

Activities on the opening day and during exhibition:

Preparing the venue and setting up a reception and administration tables, banners and notices.

* Creating labels – (may be outsourced to Art Ops.)
* Using spreadsheet to create receiving rota.
* Receiving work and collecting entry fees.
* Setting up iZettle (the Society’s payment system) for any sales. Writing receipts.

**At the end of the exhibition.**

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.

**Social Media Administrator**

The Social Media Administrator shall:

* Liaise with the Publicity Secretary, Webmaster, Publicity Secretary and other Committee Members along with general members with the aim of promoting the Society’s activities, exhibitions, demonstrations and social gatherings.

Tasks include:

* Publicise, as appropriate, Society’s activities and events on social media (e.g., Twitter, Facebook, Instagram, WhatsApp) with the help of some key individuals (as selected by the Social Media Administrator).
* When necessary, promote events and activities on other websites.
* Together with the Publicity Secretary and Webmaster maintain a cohesive message about and for the betterment of the Society’s image, check that this is published and in a timely fashion on social media and our website.

**Publicity Secretary**

Publicity Secretary shall be appointed annually by the Committee to:

* Publicise as appropriate the Society’s activities and events in print and broadcast media. (e.g., Vantage Point, Round and About, Eagle Radio, 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 Blog Posts and ensuring their timely distribution to members, patrons and sponsors.

Tasks include:

* Obtaining from Members and sponsors copy for inclusion in the Blog Posts.
* Preparing and posting hard copies of a summary Blog Posts sponsors and patrons bi-annually or as may be agreed to by the Committee.
* Prepare a series of shorter articles and images as blog posts for the Webmaster to upload on the GAS website and for the Social Media Administrator to post where appropriate.
* Submit an electronic version of the blog posts and images to the Secretary for the distribution to Members, as may be agreed to by the Committee.

**Webmaster**

The Webmaster is responsible for making the GAS site easy to use, attractive and secure. Its purpose is to provide information to the general public and its members about the Society, how it is governed and its organised programme, exhibitions and provide advice and administrative support for prospective members.

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.

* Maintain a website design map to meet the Society’s needs and to guide website development and content maintenance.
* Testing website across browsers and operating systems to see it meets functional requirements. It must work across a range of receiving devices, desktop computers, personal computers, laptops, iPads, mobile telephones, each of which may require the setting up of different screen presentations.
* Ensuring site security by setting up firewalls and login pages, when required.
* Optimising loading speeds and capacity and checking the website’s performance
* Publishing communications and news about the Society as soon as possible, using Committee members’ and organisers’ reports when available, with internet links to our social media services.
* Set preferred document and images formats to be used by Committee members and others for material published on the web to reduce webmaster editing.
* Debugging pages and fix broken links or images.
* Updating website content whenever it is available or creating or editing it to meet changing administrative or publicity need.