

SALMON RIVER FINE ARTS CENTER

Volunteers: Committees and Needed Tasks

To ensure we cover all the tasks needed to run smoothly, we have created several committees: membership, grant writing and research, education, gallery, publicity and marketing, finance, facility and maintenance, and general housekeeping. Committee projects and needs vary and may include such things as typing tags to go with each artwork for the gallery committee, writing copy for the education, marketing or membership committees, or assisting with reports for the finance committee. Each committee has tasks needing various skill and commitment levels; some are ongoing, others are temporary.

Here are the committees and their tasks that have not been discussed in other sections.

MEMBERSHIP COMMITTEE. Corresponds with and solicits new members and keeps an updated membership list with renewal dates, fees and reminders.

Volunteers needed:

- Send out reminders for membership renewals
- Solicit and find new members.

GRANT COMMITTEE. Writes grants and secures funding for community art education initiatives and special projects.

Volunteers needed:

- Help write and secure grants.
- Research and develop new opportunities.

EDUCATION COMMITTEE. Works with community, schools and businesses to develop art education initiatives and special projects.

Volunteers needed:

- Help plan outings, tours, lectures, demonstrations.

- Be a liaison with community organizations, schools and businesses (maybe your school or business).
- Help with outreach programs, bringing art to areas in our community.
- Help with outreach events and festivals.
- Class assistant: help teachers with room set-up, sign in students and collect emails and contact information, handout membership forms to non-members, handout surveys to students after the class, and collect information and send to designated board member (opportunity to sit in class for free!).
- Youth art teacher assistants: help specifically with youth programs by planning, setting up, working with children, preparing supplies, cleaning-up.
- Back room organization: help organize and inventory class tools and materials.
- Help set up and organize studio area for painting and youth program.
- Pottery studio assistant: assist with pottery classes, firings and keeping studio clean and organized; assist with slip buckets and clay recycling.

PUBLICITY AND MARKETING COMMITTEE. Handles marketing and promotion of events, programs and exhibits on all appropriate platforms, including signage, brochures, and social media.

Volunteers needed:

- Strategic planning: assist with planning shows, events and classes.
- Social Media: assist with promoting events, classes and happenings via appropriate social media channels.
- Press Releases: assist with promoting events, classes and happenings via press releases.
- Google Calendar coordinator: assist with posting events, classes and happenings on the Google calendar.
- Web marketing: assist with the copy, visuals and coding needed for effective web marketing.
- Designer: assist with the creation of center calendar and communication materials to promote upcoming events, classes and happenings.

FINANCE COMMITTEE. Handles the organization's assets and liabilities; prepares budgets and

financial reports; oversees endowments, grant funding, investments, and tax strategies and makes recommendations to the board.

Volunteers needed:

- Opener/closer (key holder): set up or shut down gallery as per policy, count cash box and reconcile daily income, make deposits.
- Assist treasurer with show analysis and general reporting.
- Inventory and Sales Coordinator: oversee and work with artists to keep inventory sales sheet up to date. Contact artists, as needed, to pick up work. Create invoices for commission payment.
- Donation Wish List volunteer: help solicit items and donations to keep the center's day-to-day operations running smoothly (paper goods, printer supplies, etc.).