

Coastal Calligraphers Guild

Committee Duties

Newsletter

Editor:

Receives articles and photos and does the layout and design for the Winter & Summer Newsletters.
Sets deadlines for receiving articles.
Encourages timely and relevant articles from membership.

Editor's Assistant:

Receives article and photos and edits before sending to the Editor.
Receives galleys from Editor and uses originals to proofread and edit.
Receives the finished Newsletter from the Editor and delivers to the printer.
Picks up the printed newsletters and delivers them to the Front Page Picture person.
Addresses and mails the finished Newsletters to the membership and guild exchanges.

Book Reviews:

Submits articles to the Editor's Assistant for the two Newsletters.

Calendar of Events:

Submits local calendar of events to Editor's Assistant.
Contacts area, national & international guilds, companies and associations and submits their relevant calendars of events to Editor's Assistant.

Front Page Picture/s & Article:

Determines front page color picture for newsletter.
Gets artist's permission to publish
Summits the color picture article to the Editor's Assistant.
Gets the color picture copied.
Glues the color picture to the front page after the Newsletter has been printed.
Send the completed Newsletters to the Editor's Assistant for mailing.

Kids & Calligraphy:

Secures written permission to publish from both kids and their parents.
Submits pictures and article to Editor's Assistant.

Member & Business Profiles:

Secures pictures and articles from members and businesses.
Submits pictures and article to Editor's Assistant.

Photographer:

Secures permission to publish and shoots pictures at workshops, exhibits, etc and submits to Editor and Editor's Assistant.

Exhibits/Promotions:

- Contacts area libraries, etc. to display and distribute CCG membership forms.
- Contacts area businesses to exhibit/promote/sell member's calligraphic artwork.

Annual Fall Workshops:

- Chairs a committee to select a list of prospective international calligraphic artists and determines artist fees and workshop date/s (first weekend in October)
- Secures workshop site.
- Contacts the selected artist for availability.
- Secures board approval to hire artist.
- Sends a contract to the artist.
- Upon return of contract meets with Board to determine participants tuition cost.
- Creates a flyer and e-mails all members announcing the workshop.
- Sends workshop application to all members.
- Arranges artist airport pickup and return.
- Provides room and board for artist.
- Coordinates materials needed by artist and participants.
- Submits profit and loss statement to Treasurer.

Fund Raising Merchandise:

- Purchases mugs, aprons and tote bags from supplier to sell at monthly meetings.
- Arrives early at the meetings to set up merchandise for review by the general membership.
- Takes shirt orders at monthly meetings.
- Submits money to treasurer for accounting and deposit.
- Maintains an accounting of items purchased and sold and presents an itemized report to the President for the October, February & June board meetings.
- Recommends other fund raising items to the President to present to the board for approval at their October, February & June board meetings.
- Recruits volunteers to pick up items from the supplier.

Membership:

- Keeps an updated database of the membership.
- Provides board members of any updates via e-mail.
- Creates a membership renewal flyer to mail to all current members in May.
- Sends a June renewal reminder in the Newsletter to all unpaid members.
- Sends a July renewal reminder via e-mail to all unpaid members.
- Picks up mail from post office box during the renewal months.
- Sends deposit slips and an itemized list to Treasurer in a timely manner.

Programs:

Chaired by Vice-president.
Meets to determine monthly programs after the yearly theme has been determined.
Contact leaders for monthly programs.

Raffles:

Solicits artwork, etc to raffle at monthly meetings.
Arrives early at the meetings to set up raffle item/s to entice the members to purchase a raffle ticket/s.
Maintains an accounting of money collected.
Submits money to treasurer for accounting and deposit.
Maintains an accounting of items donated/purchased and presents an itemized report to the President for the October, February & June board meetings.

Special Projects:

Create birthday cards, etc. for special occasions.
Members recruited by president.

Monthly Program Presenters:

E-mail members regarding the upcoming project and supply them with a list of necessary materials in a timely manner.
A second e-mail should follow closer to the date of the meeting.
All e-mails need the approval of the President.

Other:

To be determined by members suggestions and approved by the Board.